Abridged

# MANUAL

of the

LOS ANGELES

POLICE DEPARTMENT

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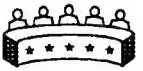
## LOS ANGELES
## POLICE DEPARTMENT

The Manual of the Los Angeles Department is dedicated to Chief Daryl F. Gates after 42 years of services to the Department and the City of Los Angeles.

## VOLUME I - POLICY



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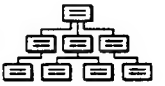

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# VOLUME 1- POLICY

## OBJECTIVES

### 110. MOTTO OF THE DEPARTMENT.

The motto, "To Protect and To Serve," states the essential purpose of the Los Angeles Police Department. The Department protects the right of all persons within its jurisdiction to be free from criminal attack, to be secure in their possessions, and to live in peace. The Department serves the people of Los Angeles by performing the law enforcement function in a professional manner, and it is to these people that the Department is ultimately responsible.

### 120. PRIMARY OBJECTIVE.

A large urban society free from crime and disorder remains an unachieved ideal; nevertheless, consistent with the values of a free society, it is the primary objective of the Los Angeles Police Department to as closely as possible approach that ideal. In so doing, the Department's role is to enforce the law in a fair and impartial manner, recognizing both the statutory and judicial limitations of police authority and the constitutional right of all persons. It is not the role of the Department to legislate, to render legal judgments, or to punish.

### 130. FUNCTIONAL OBJECTIVES.

**130.10 PREVENTION OF CRIME.** Peace in a free society depends on voluntary compliance with the law. The primary responsibility for upholding the law therefore lies not with the police, but with the people. Since crime is a social phenomenon, crime prevention is the concern of every person living in society. Society employs full-time professional police to prevent crime, to deter it, and when that fails, to apprehend those who violate the law.

Crime is a symptom of ills within society which are not the responsibility of the Department to cure. The Department is responsible, however, for interacting with the community to generate mutual understanding so that there may be public support for crime prevention. Community involvement is essential to facilitate a free flow of information between the public and the Department to assist in the identification of problem areas and to inform the public of crime statistics and trends. Additionally, knowledge of the community is necessary so that each Department employee may be instilled with a sense of concern for the crime problems and law enforcement needs in his assigned area of responsibility.

**130.10 (CONTINUED)**
The prevention of crime remains as a basic obligation of society. When it becomes necessary to rely on police action to secure compliance with the law, society has failed in this responsibility.

**130.20 DETERRENCE OF CRIME.**
While there are certain crimes that cannot be deterred, crimes committed against property and against innocent victims in public places are reduced by police patrol. Street crime is curbed by the potential criminal's fear of immediate apprehension or by the increased likelihood of his detection. The deterrence of crime requires the investigation of behavior which reasonably appears to be criminally directed.

In deploying patrol forces to deter crime and to inspire public confidence in its ability to ensure a peaceful environment, the Department must strike a balance between the desirable deterrent effect of visible patrol and any undesirable appearance of oppression. In the long run, however, it must be the people, not the Department, who determine the limitations on their freedom.

**130.25 REVERENCE FOR HUMAN LIFE.**
Reverence for human life is the primary consideration in developing tactics and strategies in pursuit of our motto; "To Protect and To Serve." Whenever an operation designed to achieve an immediate goal such as the arrest of a felon or the gathering of evidence to complete a criminal investigation causes a victim, witness, or other innocent person to be subjected to potential injury or death, our primary objective must be to protect that person. No arrest, conviction, or piece of evidence can outweigh the value of human life.

**130.30 APPREHENSION OF OFFENDERS.**
The administration of criminal justice consists of the identification, arrest, prosecution, punishment, and rehabilitation of a law violator, and it has as its objective the voluntary compliance with the law as an alternative to punishment. Once a crime has been committed, it is the duty of the Department to initiate the criminal justice process by identifying and arresting the perpetrator, to obtain necessary evidence, and to cooperate in the prosecution of the case.

**130.30 (CONTINUED)**
As the certainty of swift and sure punishment serves as an effective deterrent to crime, the Department must diligently strive to solve all crimes and to bring the perpetrators to justice.

## 140. RESOURCE OBJECTIVES.

### 140.10 DEPARTMENT PERSONNEL.
Police officers are frequently required to make decisions affecting human life and liberty in difficult situations where there is no opportunity to seek advice and little time for reflection. Law enforcement in a free and complex society requires an officer to have the stamina, intelligence, moral courage, and emotional stability necessary to fairly and impartially deal with human beings in the many complicated and potentially explosive situations which he encounters. To obtain the caliber of personnel necessary to provide the public with professional law enforcement, it is essential that the Department participate in the recruitment and selection of potential officers. Thereafter, the Department must provide training for all officers and promote the most qualified.

### 140.20 UTILIZATION OF RESOURCES.
Law enforcement is one of the most expensive and complex services provided by the City. The quality and extent of service provided are necessarily limited by available resources which are to a large extent dependent upon the revenue sources of the City. To ensure that the highest level of service is obtained from the resources at its disposal, the Department must make use of the most efficient management and budgeting techniques available.

## PERSONAL CONDUCT

## 210. EMPLOYEE CONDUCT.

### 210.10 LAW ENFORCEMENT CODE OF ETHICS.
"As a law enforcement officer, my fundamental duty is to serve mankind; to safeguard lives and property, to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of

**210.10 (CONTINUED)**
danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement."

**210.13 RESPECT FOR OTHERS.**
The cosmopolitan nature of the City is reflected in the diversity of Department employees. In such a diverse environment, biases or prejudices relating to factors such as race, ethnicity, sex, age, economic status, position in the community, or employee status with the Department must not be allowed to influence decision making or conduct involving other employees. While employees are entitled to their personal beliefs, they must not allow individual feelings or prejudices to enter into professional contacts. Employees must treat one another with respect and be constantly mindful that other people are individuals with emotions and needs as significant as their own.

Respect for individual dignity is an integral part of the Department's management philosophy and must be practiced by everyone. Employees shall treat all persons with respect and courtesy, and conduct themselves in a manner that will foster the greatest harmony and cooperation between themselves and other members of the Department.

**210.15 LOYALTY.**
In the performance of his duty to serve society, an officer is often called upon to make difficult decisions. He must exercise

**210.15 (CONTINUED)**
discretion in situations where his rights and liabilities and those of the Department hinge upon his conduct and judgment. An officer's decisions are not easily made and occasionally they involve a choice which may cause him hardship or discomfort. An officer must be faithful to his oath of office, the principles of professional police service, and the objectives of the Department, and in the discharge of his duty he must not allow personal motives to govern his decisions and conduct.

**210.20 INTEGRITY.**
The public demands that the integrity of its law enforcement officers be above reproach, and the dishonesty of a single officer may impair public confidence and cast suspicion upon the entire Department. Succumbing to even minor temptation can be the genesis of a malignancy which may ultimately destroy an individual's effectiveness and may contribute to the corruption of countless others. An officer must scrupulously avoid any conduct which might compromise the integrity of himself, his fellow officers, or the Department.

**210.25 ATTENTION TO DUTY.**
As most police work is necessarily performed without close supervision, the responsibility for the proper performance of an officer's duty lies primarily with the officer himself. An officer carries with him a responsibility for the safety of the community and his fellow officers. He discharges that responsibility by the faithful and diligent performance of his assigned duty. Anything less violates the trust placed in him by the people, and nothing less qualifies as professional conduct.

**210.30 COMPLIANCE WITH LAWFUL ORDERS.**
The Department is an organization with a clearly defined hierarchy of authority. This is necessary because unquestioned obedience of a superior's lawful command is essential for the safe and prompt performance of law enforcement operations. The most desirable means of obtaining compliance are recognition and reward of proper performance and the positive encouragement of a willingness to serve. However, negative discipline may be necessary where there is a willful disregard of lawful orders, commands, or directives.

**210.35 CONDUCT UNBECOMING AN OFFICER.**

A police officer is the most conspicuous representative of government, and to the majority of the people the officer is a symbol of stability and authority upon whom they can rely. An officer's conduct is closely scrutinized, and when the officer's actions are found to be excessive, unwarranted, or unjustified, they are criticized far more severely than comparable conduct of persons in other walks of life. Since the conduct of officers, on or off duty, may reflect directly upon the Department, officers must at all times conduct themselves in a manner which does not bring discredit to themselves, the Department, or the City.

**210.47 POLICE OFFICERS' DUTY TO TESTIFY.**

Among the duties of police officers are those of preventing the commission of crime, of assisting in its detection, and of disclosing all information known to them which may lead to the apprehension and punishment of those who have transgressed the law. When police officers acquire knowledge of facts which will tend to incriminate any person, it is their duty to disclose such facts to their superiors and to testify freely concerning such facts when called upon to do so, even at the risk of self-incrimination. It is a violation of duty for police officers to refuse to disclose pertinent facts within their knowledge, and such neglect of duty can result in disciplinary action up to and including termination.

**210.50 USE OF INTOXICANTS.**

There is an immediate lowering of esteem and suspicion of ineffectiveness when there is public contact by a Department employee evidencing the use of intoxicants. Additionally, the stresses of law enforcement require an employee to be mentally alert and physically responsive. Except as necessary in the performance of an official assignment, the consumption of intoxicants is prohibited while an employee is on-duty. While on-duty, officers shall not be permitted to consume intoxicants to such a degree that it impairs their on-duty performance.

Department personnel shall not consume any intoxicants at any Department facility.

**210.55 ALCOHOL AND STRESS RELATED PROBLEMS.**
The Department recognizes that alcoholism and stress-related problems are genuine medical problems which are deserving of the same concern and degree of understanding as the more traditional illnesses. Every employee should be aware of the symptoms of alcoholism and stress. Employees should not hesitate to seek professional assistance for themselves or offer to help fellow employees affected by these disorders. The personal obligation of individual employees regarding assistance to fellow employees includes the recognition of the symptoms of alcoholism and/or stress problems. There is also an accompanying moral obligation to encourage the affected employee to seek professional assistance.

Supervisory personnel becoming aware of behavioral patterns indicative of alcoholism or stress among Department employees should immediately meet with the concerned employee to determine if alcohol abuse or stress may be causing the problem behavior. Initially, the supervisor should encourage the concerned employee to voluntarily seek assistance from qualified professionals if alcohol abuse or stress is the basis for an employee's problem. If necessary, the concerned employee may be mandatorily directed to the Department's Behavioral Science Services for assistance.

**210.60 USE OF CHEWING TOBACCO AND SNUFF.**
Department employees are the most prominent representative of government and as such must present a professional image at all times. An employee's unwise or unsightly use of chewing tobacco and snuff is offensive to the public and coworkers, and detracts from the professional bearing of the employee. The use of chewing tobacco and snuff is prohibited while on-duty, or off-duty in uniform.

**230. WHEN TO TAKE POLICE ACTION.**

**230.05 RESPONSIBILITY OF ON-DUTY OFFICERS.**
On-Duty, Within City, Fully Responsible. On-duty officers within the City limits, after considering the tactical situation, are to take all steps reasonably necessary and consistent with their assignment to effect the enforcement of the penal provisions of the City, State, and Nation, and to protect life and property.

**230.05 (CONTINUED)**
On-Duty, Outside of City, Fully responsible for City Matters. On-duty officers outside the City limits who become aware of a situation requiring police action must first consider the tactical situation, then take all steps reasonably necessary on police matters of direct concern to the City of Los Angeles.

**230.10 RESPONSIBILITY OF OFF-DUTY OFFICERS.**
Under California law, both on- and off-duty officers have peace officer authority as to any public offense committed or which there is probable cause to believe has been committed in his presence and with respect to which there is immediate danger to person or property, or the escape of the perpetrator of such offense. However, on-duty officers outside the City limits who are not acting within the scope of their employment as Los Angeles Police officers on matters of direct concern to the City and off-duty officers both inside and outside of the City limits are to give first consideration to causing the appropriate action to be effected by the responsible law enforcement agency. Such officers should then act only after consideration of the tactical situation and of their possible liability and that of the City of Los Angeles.

**240. EMPLOYEE-PUBLIC CONTACT.**

**240.05 RESPECT FOR CONSTITUTIONAL RIGHTS.**
No person has a constitutional right to violate the law; neither may any person be deprived of his constitutional rights merely because he is suspected of having committed a crime. The task of determining the constitutionality of a statute lies with an appellate court of proper jurisdiction, not with an officer who seeks to properly enforce the law as it exists. Therefore, an officer may enforce any federal, state, or local statute which is valid on its face without fear of abrogating the constitutional rights of the person violating that statute. An officer who lawfully acts within the scope of his authority does not deprive persons of their civil liberties. He may within the scope of his authority make reasonable inquiries, conduct investigations, and arrest on probable cause. However, when an officer exceeds his authority by unreasonable conduct, he violates the sanctity of the law which he is sworn to uphold.

**240.10 USE OF FORCE.**
In a complex urban society, officers are daily confronted with situations where control must be exercised to effect arrests and to protect the public safety. Control may be achieved through advice, warnings, and persuasion, or by the use of physical force. While the use of reasonable physical force may be necessary in situations which cannot be otherwise controlled, force may not be resorted to unless other reasonable alternatives have been exhausted or would clearly be ineffective under the particular circumstances. Officers are permitted to use whatever force that is reasonable and necessary to protect others or themselves from bodily harm.

**240.15 COURTESY.**
Effective law enforcement depends on a high degree of cooperation between the Department and the public it serves. The practice of courtesy in all public contacts encourages understanding and appreciation; discourtesy breeds contempt and resistance. The majority of the public are law-abiding citizens who rightfully expect fair and courteous treatment by Department employees. While the urgency of a situation might preclude the ordinary social amenities, discourtesy under any circumstance is indefensible. The practice of courtesy by an officer is not a manifestation of weakness; it is, on the contrary, entirely consistent with the firmness and impartiality that characterizes a professional police officer.

**270. EMPLOYEE CONFLICT OF INTEREST.**

**270.25 OFFICER CONTACTS WITH THE PUBLIC.**
In each of his contacts with the public, an officer must be aware that his actions, appearance, and statements are those of the Department. For that reason, and because of the inherent potential for conflict in many police contacts, an officer must develop a fair, impartial, and reasonable attitude and perform his task in a businesslike manner. His statements must be the result of considered judgment and be absent of personal opinion, bias, or editorial comment. Extended conversation which reflects the officer's personal opinions will normally be considered inappropriate.

**280. SEXUAL HARASSMENT.**
It is essential that the Department maintain a healthy working environment which will provide all

**280. (CONTINUED)**
employees the opportunity to perform their duties to their fullest potential. The working environment must be free of sexual harassment to assure fair and courteous treatment of all employees. Sexual harassment is a violation of Federal and State law and City and Department policy. It exposes the City, the Police Department, and the offending employee to serious liability and can lower morale, undermine the integrity of employee relationships, and interfere with the efficiency of Department operations. Sexual harassment is viewed by the Department as serious misconduct which can result in the offending employee being subject to disciplinary action up to and including termination. The Department will not tolerate sexual harassment.

**Employee Responsibility.** All employees are responsible for avoiding situations which involve actual or apparent sexual harassment. When employees observe behavior they believe to be sexual harassment they should confront the offender directly and make it clear that the offender's behavior is unacceptable and the behavior must stop. Employees who become aware of conduct they believe to be sexual harassment, whether or not the conduct is directed at them, witnessed by them, or related to them by another employee, shall report the incident to a supervisor immediately. Employees who do not receive a satisfactory response to their complaint shall contact the next level of supervision, the Sexual Harassment Counselor/Women's Coordinator.

All employees may obtain support and guidance when dealing with situations involving sexual harassment. In addition to their supervisors, the Sexual Harassment Counselor/Women's Coordinator, employees may also contact the City Personnel Department's Sexual Harassment Counselor, Equal Employment Opportunities Division.

**Supervisory Responsibility.** Supervisory employees shall ensure that each workplace has a working atmosphere free from sexual harassment for all employees. The working environment shall be businesslike, assuring fair and courteous treatment for all employees and the public they serve. Supervisors shall take prompt and appropriate action whenever they

**280. (CONTINUED)**
observe or are made aware of any action or conduct that may be interpreted as sexual harassment.

**Command Responsibility.** Commanding officers are responsible for ensuring that their commands are free of sexual harassment by providing appropriate training and inspection which ensures the existence of a working environment free of sexual harassment. Moreover, commanding officers shall ensure that supervisors assigned to their command strictly enforce the policy of the Department against sexual harassment promptly and appropriately.

## COMMUNITY RELATIONS

**310. GENERAL PROVISIONS.** Community relations is based upon the principle that in a democratic society the police are an integral and indivisible element of the public they serve. Community relations is manifested by positive interaction between the people and the police and represents their unity and common purpose.

A system of law and its enforcement is not superimposed upon an unwilling public in a free society; the law is created by the people themselves to control the behavior of those who would seek to interfere with the community welfare and existence.

While the primary responsibility for the enforcement of the law lies with the people, the complexities of modern society and the inability of the people to personally cope with crime has required that they create the police service to assist in maintaining social order. The police represent only a portion of the total resources expended by the public to this end; however, this effort, frequently being restrictive of individual freedom, brings the police into contact with members of the public under circumstances which have a far-reaching impact upon the lives of the affected individuals. A citizen's encounter with the police can be a very frightening and emotionally painful experience, and under these circumstances, the risk of a misunderstanding is very great. The minimization of this risk is a challenge intrinsic to each public contact by the Department. The Department must strive for the establishment of a climate where an officer may perform his duties with the acceptance, understanding, and approval of the public. Additionally,

**310. (CONTINUED)**
the willing and practiced participation of the people in enforcing the law is essential for the preservation of freedom.

**320. INDIVIDUAL DIGNITY.**
A recognition of individual dignity is vital in a free system of law. Just as all persons are subject to the law, all persons have a right to dignified treatment under the law, and the protection of this right is a duty which is as binding on the Department as any other.

An officer must treat a person with as much respect as that person will allow, and he must be constantly mindful that the people with whom he is dealing are individuals with human emotions and needs. Such conduct is not a duty imposed in addition to an officer's primary responsibilities, it is inherent in them.

**330. ROLE OF THE INDIVIDUAL OFFICER.**
Community relations is manifested in its most common form in the numerous daily encounters between individual officers and citizens. It is at this level that reality is given to the unity of the people and the police and where the greatest burden for strengthening community relations is laid.

In dealing with people each officer must attempt to make his contact one which inspires respect for himself as an individual and professional and one which generates the cooperation and approval of the public. While entitled to his personal beliefs, an officer cannot allow his individual feelings or prejudices to enter into public contacts. However, since an officer's prejudices may be subconsciously manifested, it is incumbent upon him to strive for the elimination of attitudes which might impair his impartiality and effectiveness.

**340. EQUALITY OF ENFORCEMENT.**
As one of the world's largest cities, Los Angeles is composed of many different communities, each with its own life style and each with its own individual crime problems. The cosmopolitan nature of the City is manifested by the diverse ethnic and sociological background of its people. However, all persons in each area of the City have in common the need for the protection which is afforded by fair and impartial law enforcement.

Additionally, as a person moves throughout the City, he must be able to expect a similar police response to his behavior wherever it occurs.

**340. (CONTINUED)**
Where the law is not evenly enforced, there follows a reduction in respect for the law and a resistance to its enforcement.

In order to respond to varying law enforcement needs in the different parts of the City, the Department must have flexibility in deployment and methods of enforcement; however, enforcement policies should be formulated on a Citywide basis, and applied uniformly in all areas.

Implicit in uniform enforcement of law is the element of evenhandedness in its application. The amount of force used or the method employed to secure compliance with the law or to make arrests is governed by the particular situation. Similar circumstances require similar treatment in all areas of the City and for all groups and individuals.

To ensure equal treatment in similar circumstances, an officer must be alert to situations where, because of a language barrier or for some other reason, he may be called upon to display additional patience and understanding in dealing with what might otherwise appear to be a lack of response.

**350. RESPONSIVENESS TO THE COMMUNITY.**
The Department must be responsive to the needs and problems of the community. While the Department's task is governed by the law, the policies formulated to guide the enforcement of the law must include consideration of the public will. This responsiveness must be manifested at all levels of the Department by a willingness to listen and by a genuine concern for the problems of individuals or groups. The total needs of the community must become an integral part of the programs designed to carry out the mission of the Department.

**360. OPENNESS OF OPERATION.**
Law enforcement operations in a free society must not be shrouded in secrecy. It is necessary that there be full public disclosure of policies and an openness in matters of public interest. Consistent with protection of the legal rights of involved individuals and with consideration of the necessity for maintaining the confidentiality of Department records and of other primary Department responsibilities, the Department is to disseminate accurate and factual accounts of occurrences of public interest. Additionally, the Department must strive to make known and accepted its objectives and policies.

**370. INTERPERSONAL COMMUNICATION.**

To promote understanding and cooperation there must be interpersonal communication between members of the community and officers at all levels of the Department. Each employee must be aware of the law enforcement needs of the community and his particular assigned area of responsibility. Guided by policy, an officer must tailor his performance to attain the objectives of the Department and to solve the specific crime problems in the area he serves. The Department must provide for programs to encourage productive dialogue with the public at all levels and to ensure that the unity of the police and the people is preserved.

**380. TRAINING IN HUMAN AND COMMUNITY RELATIONS.**

The selection process for police officers is designed to choose the most qualified and to eliminate those who are physically, emotionally, mentally, or socially unfit. Those selected, however, are representative of the community at large and as such are subject to having the same prejudices and biases found in much of society. Exposure to crime and its aftermath can tend to harden and render insensitive an officer whose sympathetic understanding is needed to properly perform his duties. The Department must provide initial and continuing training in human and community relations to help officers avoid this hardening of attitude and to imbue in each officer an understanding of his total role in the community.

LA Police Department Manual community relations excerp recognizes that alcoholism and stress-related problems are genuine medical problems which are deserving of the same concern and degree of understanding as the more traditional illnesses. Every employee should be aware of the symptoms of alcoholism and stress. Employees should not hesitate to seek professional assistance for themselves or offer to help fellow employees affected by these disorders. The personal obligation of individual employees regarding assistance to fellow employees includes the recognition of the symptoms of alcoholism and/or stress problems. There is also an accompanying moral obligation to encourage the affected employee to seek professional assistance.

Supervisory personnel becoming aware of behavioral patterns indicative of alcoholism or stress

**380. (CONTINUED)**
among Department employees should immediately meet with the concerned employee to determine if alcohol abuse or stress may be causing the problem behavior. Initially, the supervisor should encourage the concerned employee to voluntarily seek assistance from qualified professionals if alcohol abuse or stress is the basis for an employee's problem. If necessary, the concerned employee may be mandatorily directed to the Department's Behavioral Science Services for assistance.

## COMMUNITY AFFAIRS

## 420. NEWS MEDIA RELATIONS.

### 420.10 ROLE OF THE NEWS MEDIA.
A well-informed public is essential to the existence of a democratic nation. To effectively exercise his franchise, a citizen must be aware of current events and the state of government. A free press serves the public by supplying needed information, by stimulating thought, and by providing a medium for expression.

Crime, its results, and the efforts to combat it are all matters of continuing public concern. The Department is regularly involved in events at which members of the news media are properly present and performing their task of gathering information.

### 420.20 ROLE OF THE DEPARTMENT.
The Department actively seeks to establish a cooperative climate in which the news media may obtain information on matters of public interest in a manner which does not hamper police operations. However, certain information must be withheld from the news media in order to protect the constitutional rights of an accused, to avoid interfering with a Department investigation, or because it is legally privileged.

### 420.30 DEPARTMENT PRESS RELATIONS OFFICER.
To foster cooperation and mutual respect between the news media and the Department, a member of the personal staff of the Chief of Police is designated as the Department Press Relations Officer. His personal services are made available to authorized representatives of the news media to assist in solving problems of mutual concern to the press and the Department. Additionally, the Press Relations Officer responds to serious police incidents to assist the news media in their function.

**420.40 RESPONSIBILITY FOR THE RELEASE OF INFORMATION.**
When an event being investigated is of such a spectacular or unusual nature as to stimulate general community interest, the news media will be notified.

**420.50 SCOPE AND CONTENT OF THE RELEASE OF INFORMATION.**
The scope and content of each release of information must be determined according to the facts of each situation. Generally, a description of the circumstances which is not legally privileged and which will not prejudice the rights of suspects or interfere with an investigation will be made.

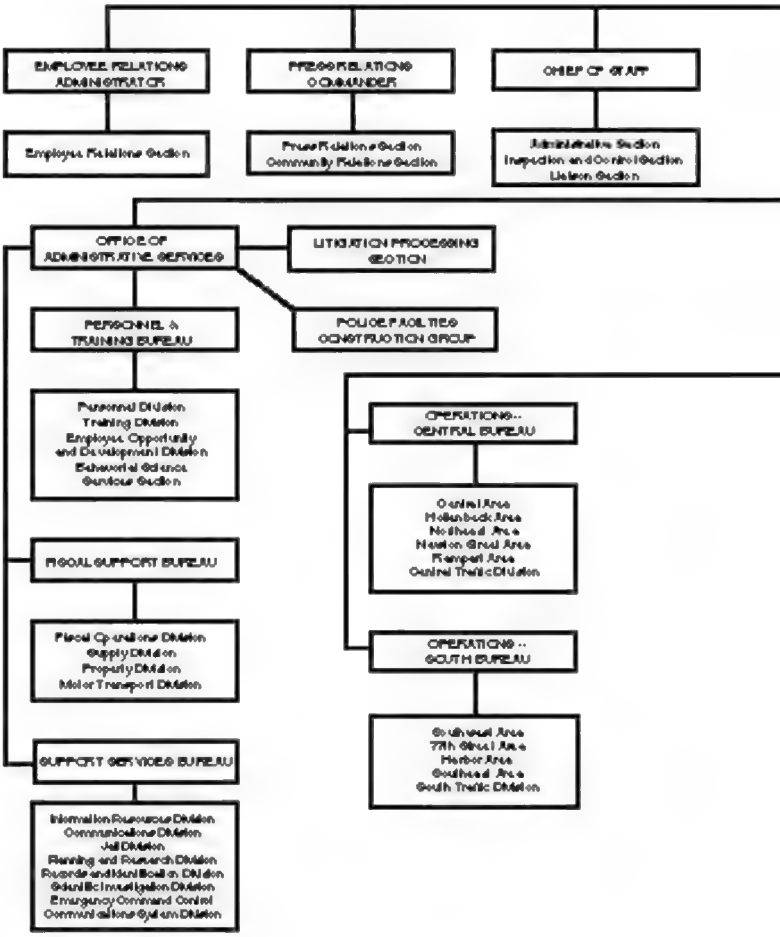
**420.80 WHERE A NEWSMAN IS NOT AUTHORIZED.**
While a newsman may be permitted in the area of a crime scene or a serious police incident, he does not have the authority to be within a crime scene or area which has been secured to preserve evidence or at any location where his presence jeopardizes police operations.

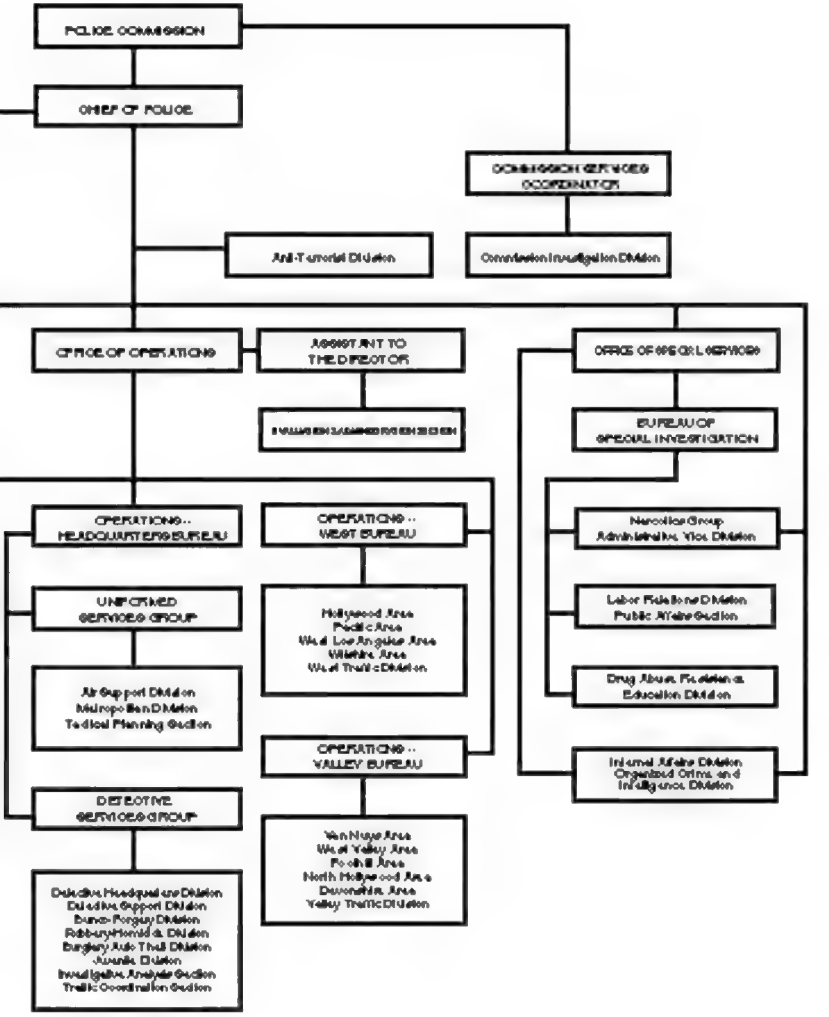
**420.85 NEWS MEDIA NOT EXEMPT FROM LAWS.**
A newsman's primary responsibility is to report the news by obtaining information and photographs at newsworthy incidents. His opportunity to do so is infrequently momentary at an emergency scene. An officer sharing these circumstances with a newsman should not unnecessarily obstruct the newsman in the performance of his duty; however, members of the news media are neither impliedly nor expressly exempt from any municipal, state, or federal statute.

**440. PUBLIC INFORMATION.**

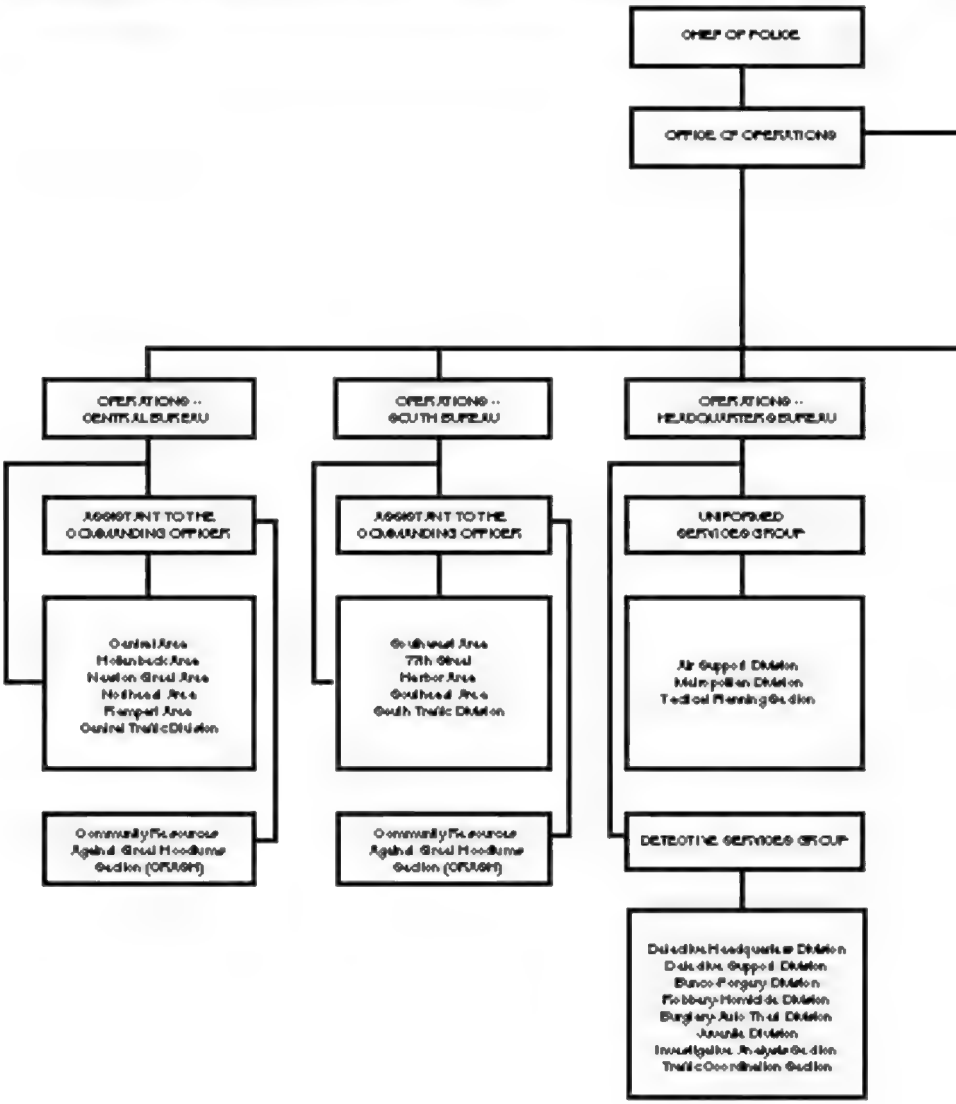
**440.10 REQUESTS FOR INFORMATION.**
The public has an abiding interest in law enforcement and in the activities of the Department. The news media and members of the public frequently direct inquiries to the Department seeking information on a variety of subjects. While it is the aim of the Department to fulfill such requests, it is not always possible to do so. Whether to release information or to grant interviews will be determined according to the facts of each case.

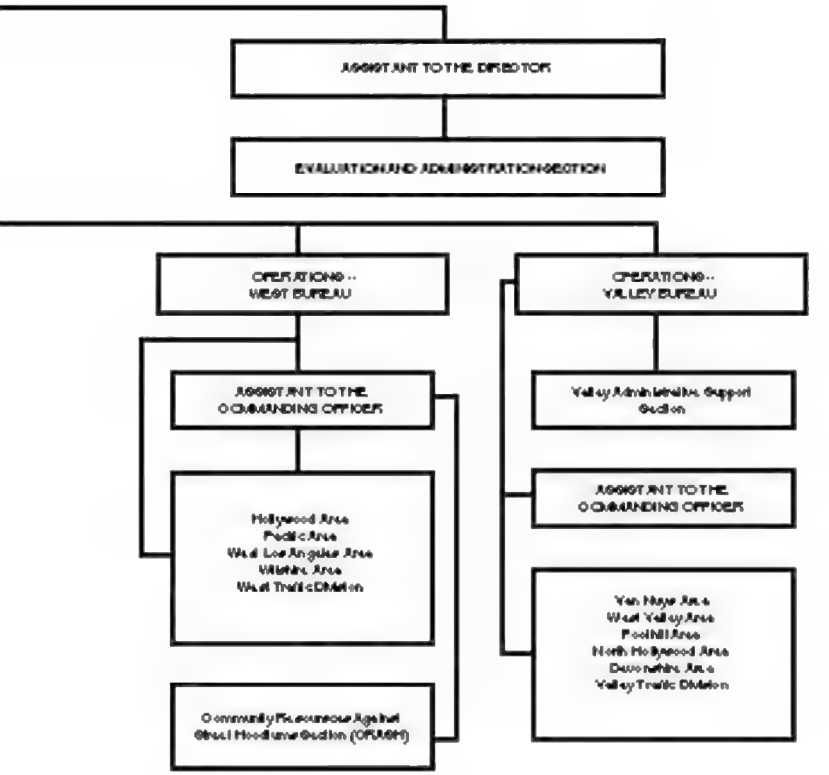
# ORGANIZATION OF THE LOS ANGELES POLICE DEPARTMENT




POLICE COMMISSION
CHIEF OF POLICE
Anti-Terrorist Division
OFFICE OF OPERATIONS
ASSISTANT TO THE DIRECTOR
OFFICE OF SPECIAL SERVICES
BUREAU OF SPECIAL INVESTIGATION
OPERATIONS - HEADQUARTERS BUREAU
UNIFORMED SERVICES GROUP
Air Support Division
Metropolitan Division
Tactical Planning Section
DETECTIVE SERVICES GROUP
Detective Headquarters Division
Detective Support Division
Burglary-Forgery Division
Robbery-Homicide Division
Burglary Auto Theft Division
Juvenile Division
Investigative Analysis Section
Traffic Coordination Section
OPERATIONS - WEST BUREAU
Hollywood Area
Pacific Area
West Los Angeles Area
Wilshire Area
West Traffic Division
OPERATIONS - VALLEY BUREAU
Van Nuys Area
West Valley Area
Foothill Area
North Hollywood Area
Devonshire Area
Valley Traffic Division
Narcotics Group
Administrative Vice Division
Labor Exploitation Division
Public Affairs Section
Drug Abuse Evaluation & Education Division
Internal Affairs Division
Organized Crime and Intelligence Division

# ORGANIZATION OF THE OFFICE OF OPERATIONS




ASSISTANT TO THE DIRECTOR
EVALUATION AND ADMINISTRATION SECTION
OPERATIONS -- WEST BUREAU
OPERATIONS -- VALLEY BUREAU
ASSISTANT TO THE COMMANDING OFFICER
Hollywood Area
Pacific Area
West Los Angeles Area
Wilshire Area
West Traffic Division
Community Relations Against Street Hoodlums Section (CRASH)
Valley Administrative Support Section
ASSISTANT TO THE COMMANDING OFFICER
Van Nuys Area
West Valley Area
Foothill Area
North Hollywood Area
Devonshire Area
Valley Traffic Division

**440.40 RESPONSIBILITY OF OFFICERS TO SUPPLY INFORMATION.**
Frequently, due to public expectations and because of his accessibility, an officer is called upon to supply information both related and unrelated to the law enforcement function. An officer should appropriately answer questions put to him or refer the person to the proper individual or agency for such answers. When a request is made for information about a police matter, an officer should decide if he is in possession of sufficient facts and is qualified to respond, and whether the person making the request is a proper person to receive the information. Generally, an officer should be open in his dealings with the public and, unless there is reason to the contrary, he should supply requested information. He should, however, be cautious to avoid representing as fact that which is his opinion.

**480. LIAISON WITH CRIMINAL JUSTICE SYSTEM.**

**480.10 COOPERATION WITH OTHER LAW ENFORCEMENT AGENCIES.**
The Department maintains a close working relationship with other law enforcement agencies, and makes available to them information concerning techniques and procedures developed or used by the Department.

**480.20 CRITICISM OF CRIMINAL JUSTICE SYSTEM.**
The Department shares responsibility with the Judiciary and other law enforcement and prosecution agencies in the criminal justice system. All elements of the system work toward common objectives and each element is functionally complementary. The cooperative and harmonious working relationships which are essential in attaining those objectives are impaired by unnecessary criticism of others engaged in the administration of criminal justice. For that reason officers should be aware of the effect upon law enforcement of any comments they make which might be interpreted as being critical of other law enforcement or prosecution agencies or individual members of the Judiciary. However, it is not intended that there be any infringement of an officer's right to express his personal views regarding the criminal justice system in general or any trends which seem destructive of its efficacy.

## LAW ENFORCEMENT OPERATIONS

### 504. THE NATURE OF THE TASK.

Law enforcement operations consist of many diverse activities which are directed toward the attainment of Department objectives. Activities such as patrolling, conducting field interviews, and issuing traffic citations are not objectives in themselves; rather, they are methods of achieving the real objectives of preventing and deterring crime, arresting criminal offenders, and preventing traffic collisions.

Decisions in law enforcement operations frequently must be made in an instant, and the lives of officers and others may depend upon the quality of those decisions. An officer is confronted in stress situations with both criminal and noncriminal behavior, and he must be capable of making a reasonable response in both cases. An officer must base his conduct and action in each instance upon the facts of the situation as they reasonably appear, relying upon his experience, training, and judgment to guide him toward morally justified and lawful decisions and actions.

### 508. POLICE ACTION BASED ON LEGAL JUSTIFICATION.

What is reasonable in terms of appropriate police action or what constitutes probable cause varies with each situation, and different facts may justify either an investigation, a detention, a search, an arrest, or no action at all. The requirement that legal justification be present imposes a limitation on an officer's action. In every case, an officer must act reasonably within the limits of his authority as defined by statute and judicial interpretation, thereby ensuring that the rights of both the individual and the public are protected.

### 520. PRELIMINARY INVESTIGATION.

#### 520.10 SCOPE OF PRELIMINARY INVESTIGATION.

The scope of preliminary investigation by a uniformed officer may be very restricted or it may constitute the entire investigation of the crime. In a particular crime, the scope of the preliminary investigation may be limited by investigative policy, and in all cases it is limited by an officer's assignment workload. Consistent with his other responsibilities, an officer should continue a preliminary investigation to the point where the delay in investigation caused by the report being processed will not materially jeopardize the investigation.

**520.20 FOLLOW-UP INVESTIGATION BY UNIFORMED OFFICERS.**
Uniformed officers may conduct a limited follow-up investigation upon supervisory approval when there is a reasonable chance of apprehending the suspect, when there is a need for obtaining additional information for the preliminary investigation report, or when there are other compelling circumstances.

**520.30 COURTESY CRIME REPORTS.**
Generally, crime reports shall not be completed for occurrences outside the City. Department personnel should impress upon a citizen requesting a crime report the importance of an expeditious investigation and the fact that this can only occur if the crime is reported to the concerned agency. In those cases where exigent circumstances exist that would make it impractical for a person to report the crime to the concerned agency, a courtesy report may be completed, with prior supervisory approval.

**522. REPORTING INCIDENTS MOTIVATED BY HATRED OR PREJUDICE.**
It is the policy of the Los Angeles Police Department to ensure that the rights of all people guaranteed by the constitutions of the United States and the State of California are protected. When such rights are infringed upon by violence, threats, or other harassment, the Department will use every necessary resource to rapidly and decisively identify the suspects, arrest them, and bring them to justice.

Acts or threats of violence motivated by hatred or prejudice are serious. Such acts generate fear and concern among victims and the public and have the potential of recurring, escalating, and possibly causing counterviolence.

**528. FIELD SUPERVISION.**
Since emergency situations occur without warning, and their duration is often brief, officers must frequently make critical decisions without benefit of on-the-scene direction. In most police operations, however, supervision is available and necessary to provide guidance and training. Supervision gives coherence to the police task and directs the energies of the Department into an organized effort. Proper supervision is essential to maintain a professional level of competence in law enforcement operations.

**528.10 SUPERVISION IN FIELD OPERATIONS.**
The Department is an organization with an assignment of responsibility and accountability throughout the rank structure. To the degree that a senior officer is responsible and accountable for the performance of his junior, he must be granted commensurate authority in order to properly discharge his supervisorial responsibility. Field supervision begins with the senior policemen of the Department, and it is upon them that the primary burden of training and supervising less experienced officers is placed. A field sergeant is the first level of full-time supervision, and it is his primary responsibility to guide, train, direct, and motivate those over whom he has control. A field sergeant is not normally expected to engage in law enforcement operations except in a command or supervisory capacity.

**536. CRIME SCENE SUPERVISION.**
The senior investigating officer present is in charge of a crime scene.

**540. FOLLOW-UP INVESTIGATION.**

**540.10 INVESTIGATION OF REPORTED CRIMES.**
Follow-up investigation consists of efforts to interview victims and witnesses; locate, identify, and preserve physical evidence; recover stolen property; identify, locate, interview, and arrest suspects; present the case to the prosecutor; and cooperate in the prosecution of the defendant. Such investigations are conducted to produce evidence relating to the guilt or innocence of any suspect and to recover property.

**540.20 ALLOCATION OF RESOURCES TO FOLLOW-UP INVESTIGATIONS.**
As it is not feasible to expend equal time and energy in the investigation of all reported crimes, priority of investigation and allocation of resources must be based upon the relative seriousness of each reported crime. However, reported crimes will be investigated to the fullest extent possible without regard to the status of the victims or the areas of the City in which the crimes occur.

**544. INFORMANTS.**

**544.10 USE OF INFORMANTS.**
Often, information from confidential sources is the investigative lead which solves a case and without which there could not be a prosecution.

**544.10 (CONTINUED)**
Information is received by the Department regarding criminal activities and suspects from persons in all walks of life. Many people who give information have been victims or witnesses of crimes, or they may have a strong desire to aid law enforcement. There are others motivated purely by selfish interests. However, regardless of their motivation, the use of informants is a basic weapon in the fight against crime, and they are a judicially recognized source of information. An informant's motivation should be carefully evaluated in determining the extent upon which the information will be relied.

**544.20 INFORMANT'S IMMUNITY FROM PROSECUTION.**
Informants will sometimes offer to exchange information for immunity or for their release. Such immunity may properly be granted by a judge in a judicial proceeding; however, neither the Department nor any of its members may grant any person immunity from prosecution.

**546. CONDUCT OF UNDERCOVER OFFICERS.**
In order to obtain information and evidence regarding criminal activities, it may be necessary that the Department utilize undercover operators. Such operators shall not become "Agents Provocateurs" or engage in entrapment. The officers shall not commit any act or omit to perform any duty imposed by law which constitutes a crime.

**547. UNDERCOVER OFFICERS POSING AS MEMBERS OF THE NEWS MEDIA.**
The use of a news media cover by an officer to obtain intelligence information is not an acceptable form of undercover activity. Once a police officer is discovered in such a role, particularly in a crowd control situation, legitimate members of the media become suspect and could possibly be exposed to danger. In addition, such undercover activity does damage to the trust which should exist between members of a free society and the news media which serves them.

**548. DEPARTMENT RESPONSE TO IMPENDING RIOT.**
When the City is confronted with a situation which may escalate into a riot, the Department must establish control of the situation by reacting quickly and committing sufficient resources to control the situation. Control must be established in all parts of the involved area so that

**548. (CONTINUED)**
there are no areas into which the Department cannot go. Law violators must be arrested and their prosecution sought. Finally, the Department must remain in the affected area with adequate personnel and equipment for a sufficient period of time after order is restored to convince all concerned that additional outbreaks will not be tolerated.

**556. USE OF FIREARMS.**

**556.10 PREAMBLE TO THE POLICY ON THE USE OF FIREARMS.**
The use of a firearm is in all probability the most serious act in which a law enforcement officer will engage. It has the most far-reaching consequences for all of the parties involved. It is, therefore, imperative not only that the officer act within the boundaries of legal guidelines, ethics, good judgment, and accepted practices, but also that the officer be prepared by training, leadership, and direction to act wisely whenever using a firearm in the course of duty.

A reverence for the value of human life shall guide officers in considering the use of deadly force. While officers have an affirmative duty to use that degree of force necessary to protect human life, the use of deadly force is not justified merely to protect property interests.

It is in the public interest that a police officer of this Department be guided by a policy which the people believe to be fair and appropriate and which creates public confidence in the Department and its individual officers.

This policy is not intended to create doubt in the mind of an officer at a moment when action is critical and there is little time for meditation or reflection. It provides basic guidelines governing the use of firearms so that officers can be confident in exercising judgment as to the use of deadly force. Such a policy must be viewed as an administrative guide for decision-making before the fact and as a standard for administrative judgment of the propriety of the action taken. It is not to be considered a standard for external judgment (civil or criminal litigation) of the propriety of an action taken. This is a matter of established law and also a process for courts and juries reviewing specific facts of a given incident.

**556.20 NECESSITY THAT OFFICERS BE ARMED.**
As long as members of the public are victims of violent crimes and officers in the performance of their duties are confronted with deadly force, it will remain necessary for police officers to be properly armed for the protection of society and themselves.

**556.25 REASON FOR THE USE OF DEADLY FORCE.**
An officer is equipped with a firearm to protect himself or others against the immediate threat of death or serious bodily injury or to apprehend a fleeing felon who has committed a violent crime and whose escape presents a substantial risk of death or serious bodily injury to others.

**556.30 PROTECTION OF GENERAL PUBLIC.**
Regardless of the nature of the crime or the justification for firing at a suspect, officers must remember that their basic responsibility is to protect the public. Officers shall not fire under conditions that would subject bystanders or hostages to death or possible injury, except to preserve life or prevent serious bodily injury. Firing under such conditions is not justified unless the failure to do so at the time would create a substantial immediate threat of death or serious bodily injury.

**556.35 MINIMIZING THE RISK OF DEATH.**
An officer does not shoot with the intent to kill; he shoots when it is necessary to prevent the individual from completing what he is attempting. In the extreme stress of a shooting situation, an officer may not have the opportunity or ability to direct his shot to a nonfatal area. To require him to do so, in every instance, could increase the risk of harm to himself or others. However, in keeping with the philosophy that the minimum force that is necessary should be used, officers should be aware that, even in the rare cases where the use of firearms reasonably appears necessary, the risk of death to any person should be minimized.

**556.40 THE USE OF DEADLY FORCE.**
An officer is authorized the use of deadly force when it reasonably appears necessary:

* To protect himself or others from an immediate threat of death or serious bodily injury, or
* To prevent a crime where the suspect's actions place persons in jeopardy of death or serious bodily injury, or
* To apprehend a fleeing felon for a crime involving serious bodily injury

**556.40 (CONTINUED)**
or the use of deadly force where there is a substantial risk that the person whose arrest is sought will cause death or serious bodily injury to others if apprehension is delayed.
Officers shall not use deadly force to protect themselves from assaults which are not likely to have serious results.

Firing at or from moving vehicles is generally prohibited. Experience shows such action is rarely effective and is extremely hazardous to innocent persons.

Deadly force shall only be exercised when all reasonable alternatives have been exhausted or appear impracticable.

**556.50 JUSTIFICATION LIMITED TO FACTS KNOWN TO OFFICER.**
Justification for the use of deadly force must be limited to what reasonably appear to be the facts known or perceived by an officer at the time he decides to shoot. Facts unknown to an officer, no matter how compelling, cannot be considered at a later date to justify a shooting.

**556.55 SUSPECTED FELONY OFFENDERS.**
An officer shall not fire at a person who is called upon to halt on mere suspicion and who simply runs away to avoid arrest. Nor should an officer fire at a 'fleeing felon' if the officer has any doubt whether the person fired at is in fact the person against whom the use of deadly force is permitted under this policy.

**556.60 YOUTHFUL FELONY SUSPECTS.**
This Department has always utilized extreme caution with respect to the use of deadly force against youthful offenders. Nothing in this policy is intended to reduce the degree of care required in such cases.

**556.70 SHOOTING AT FLEEING MISDEMEANANTS.**
Officers shall not use deadly force to effect the arrest or prevent the escape of a person whose only offense is classified solely as a misdemeanor under the Penal Code.

**556.75 FIRING WARNING SHOTS.**
Generally, warning shots should not be fired.

**556.80 DRAWING OR EXHIBITING FIREARMS.**
Unnecessarily or prematurely drawing or exhibiting a firearm limits an officer's alternatives in controlling a situation, creates unnecessary anxiety on the part of citizens, and may result in an unwarranted or accidental discharge of the firearm. Officers shall not draw or exhibit a firearm unless the circumstances surrounding the incident create a reasonable belief that it may be necessary to use the firearm in conformance with this policy on the use of firearms.

Note: During a special meeting on September 29, 1977, the Board of Police Commissioners adopted the following as a valid interpretation of this Section:

"Unnecessarily or prematurely drawing or exhibiting a firearm limits an officer's alternatives in controlling a situation, creates unnecessary anxiety on the part of citizens, and may result in an unwarranted or accidental discharge of the firearm. An officer's decision to draw or exhibit a firearm should be based on the tactical situation and the officer's reasonable belief there is a substantial risk that the situation may escalate to the point where deadly force may be justified. When an officer has determined that the use of deadly force is not necessary, the officer shall, as soon as practicable, secure or holster the firearm."

**564. OFFICERS SURRENDERING WEAPON.**
An officer or his partner may be at the mercy of an armed suspect who has the advantage, but experience has shown that the danger to an officer is not reduced by his giving up his gun upon demand. Surrendering his weapon might mean giving away his only chance for survival; therefore, an officer should use every tactical tool at his disposal to avoid surrendering his weapon.

**571. USE OF DEPARTMENT POLICE DOGS.**
Police dogs are a multi-functional asset of the Los Angeles Police Department. Police dogs may be used in appropriate circumstances to assist officers in the search for criminal suspects; the detection and location of narcotics and/or explosives; and the location of missing adults or juveniles.

Supervisors or officers at the scene of a police incident may request the assistance of a police dog and shall be responsible for determining if the dog is to be used. When a police dog

**571. (CONTINUED)**
is deployed, the dog handler shall be solely responsible for the control and direction of the dog.

Police dogs may be used:

* In the detection, control, and apprehension of a suspect when there is a reasonable suspicion of the suspect's involvement in criminal activity;
* In the search of buildings and large areas for suspects;
* In the investigation of a crime or possible crime;
* In searches for narcotics and/or narcotic paraphernalia;
* In searches for explosives and/or explosive devices;
* In criminal and non-criminal incidents to assist in the search for missing juveniles or adults.

Police dogs are employed to assist officers in the performance of their duties. In appropriate circumstances, police dogs may be used to defend peace officers and others from imminent danger at the hands of an assailant, and may defend themselves from annoying, harassing, or provoking acts.

**584. VICE ENFORCEMENT.**
The people through their elected representatives have decided that criminal sanctions should be imposed against certain behavior which has been traditionally labeled as "vice."

The Department is charged with the enforcement of all criminal statutes including those defining vice offenses. Where vice conditions are allowed to continue, they are soon exploited by organized crime and the money thus obtained is often used to finance other criminal ventures or attempts to corrupt public officials.

To prevent the spread of vice conditions, the Department will take aggressive enforcement action against all commercialized vice activities, against those vice activities which have been complained of, and against conspicuous vice conditions which appear on the streets and in the public places of the City.

**588. NARCOTIC ENFORCEMENT.**
It is the objective of the Department to enforce all local, State, and federal statutes which prohibit the possession, use, or traffic in narcotics, non-prescription dangerous drugs, and other restricted or prohibited substances. Through a combination of aggressive enforcement and public

**588. (CONTINUED)**
education, the Department seeks to prevent and deter the use and possession of, and traffic in, all such substances within the City. In so doing, the Department may also conduct investigations outside the City in cooperation with appropriate law enforcement agencies to prevent the flow of such illegal substances into the City.

To prevent the spreading use of narcotics and other dangerous substances, the Department engages in public education programs to inform people about the effects and hazards of drug abuse. Additionally, the Department provides the public with factual information with which to make decisions regarding the use of drugs and to assist members of the public in recognizing symptoms and indications of drug use in others. An understanding and appreciation of the full effect and extent of drug abuse is essential for success in overcoming its threat. By working with and through the community, the Department seeks to engage the people in a cooperative attack on this critical problem.

# VOLUME III- MANAGEMENT RULES AND PROCEDURES

## GENERAL MANAGEMENT PROCEDURES

### 258. MONTHLY SHOOTING QUALIFICATION.

All officers, line reserve officers, and security officers shall qualify in the prescribed manner as required in 3/258.02. This qualification shall take place at a range under the supervision of the Los Angeles Police Department.

**Ear Protectors.** All Department personnel who are on the firing line of any Department range when live firing is taking place shall wear ear protectors provided by the Department, or personal ear protectors of a type approved by the Department Armorer.

### 258.01 FAILURE TO MEET QUALIFICATION REQUIREMENT.

When notified that an officer, reserve officer, or security officer under his command fails to meet the qualification requirement and the officer does not have a valid

**258.01 (CONTINUED)**
exemption (3/258.02), the concerned commanding officer shall initiate a Personnel Complaint, Form 1.81. Commanding officers shall be responsible for the administration of disciplinary action resulting from failures to qualify and multiple use of City ammunition.

**258.02 EXEMPTIONS TO REQUIREMENT TO QUALIFY.**
**Medical Exemptions.** An officer or security officer who is unable to fire the qualification course because of an injury or physical defect shall be examined by a physician. The officer or security officer shall obtain a statement from the physician describing the nature of the injury or physical defect and an estimate of the length of time for which the officer or security officer should be exempted from qualification requirements. The statement shall be reviewed and signed by the concerned commanding officer. After signing the request, the concerned commanding officer shall forward a copy of the statement to the Medical Liaison Section and file the original in the officer's Division Employee Folder, Form 1.1.

Note: An officer or security officer who is off duty for a period of time comprising the last seven calendar days of a qualification period due to illness or injury shall be exempt from the qualification requirements for that qualification period.

A line reserve officer who is unable to fire the qualification course because of an injury or illness shall submit an Employee's Report, Form 15.7, in duplicate to his commanding officer. The Form 15.7 shall include a description of the injury and the estimated length of the period of incapacity.

**Vacation Exemptions.** When the shooting qualification requirement would present an undue hardship to an officer, line reserve officer, or security officer while on vacation, the employee may submit an Employee's Report, Form 15.7, to his commanding officer at least one week prior to his vacation requesting the qualification requirement be waived. The employee's commanding officer shall consider each request and recommend approval if the request is justified. When it appears that the employee will have an opportunity to fulfill the shooting qualification requirement without undue hardship, the Form 15.7 shall be returned to the employee and the request denied. Approved requests shall be retained in the officer's Division Employee Folder, Form 1.1.

**258.02 (CONTINUED)**
**Thirty Year Exemptions.** Officers who have completed thirty or more years of service shall be required to meet the firearms qualifications only once each calendar year at their convenience. Exempt officers are encouraged to qualify on a factory ammunition qualification month.

Note: Exempt officers shall replace their Department issued factory ammunition every six months.

**258.14 FIREARMS AND EQUIPMENT USED FOR QUALIFYING.**
The firearm and equipment used by an officer or reserve officer to fulfill his qualification shooting requirements shall be the same firearm and equipment items he carries on-duty in his current assignment.

Security officers shall use the firearms provided for their use at the range at which they qualify.

Exception: An on-duty officer, when practicable, shall use a shotgun assigned to his division when qualifying on the shotgun range.

**258.18 AMMUNITION USED FOR QUALIFYING.**
Ammunition used in qualification and bonus qualification shooting shall be either full factory load service ammunition or reload practice ammunition with ball or wadcutter lead bullet. Explosive, incendiary, Hi-Way Master, dum-dum, foreign-made, or any bullet developing a velocity exceeding one thousand feet per second shall not be permitted. No allowance will be made for misfires when reload ammunition is used in a bonus qualification shoot.

Exception: Officers, reserve officers, and security officers shall qualify twice yearly with factory ammunition which is due to be replaced in compliance with Section 3/611.20.

**258.20 CITY-PAID AMMUNITION.**
City paid ammunition may be used by an officer for either the scheduled qualification shoot during any period or the bonus qualification shoot during those periods when he is scheduled to shoot the target course. An officer, reserve officer, or security officer desiring to use City-paid ammunition for qualification shall present his identification card to the range officer and shall sign his name and serial number on a Qualification/Bonus Shoot Record, Form 13.5.0 (green).

**258.20 (CONTINUED)**
Each officer, and each security officer who has been employed as such for one year or longer, shall be entitled to thirty rounds of City-paid ammunition per period for qualification. An officer, or security officer who has been employed for one year or longer, failing to qualify with City-paid ammunition shall purchase the additional ammunition necessary and shall sign his name and serial number on a Qualification/Bonus Shoot Record, Form 13.5.1 (buff) each time he makes additional attempts to qualify. An officer, or a security officer who has been employed for one year or longer, may submit only one green card in any qualification period. He may submit as many plain cards as are necessary for him to qualify.

Security officers in their first year of employment, and reserve officers, will be permitted to use City-paid ammunition for each attempt to qualify until the qualification requirements have been fulfilled. Reserve officers, and security officers in their first year of employment, shall sign their names and serial numbers on a Qualification/Bonus Shoot Record, Form 13.5.0 (green) each time ammunition is issued for qualification. However, a reserve officer, or a security officer in his first year of employment, may be required to undergo remedial firearms training when he fails to qualify after several attempts.

Exception: City-paid ammunition shall not be furnished for the initial attempt to qualify during those periods when factory ammunition must be used for qualification. Officers failing to qualify with factory ammunition shall be required to purchase the ammunition needed for subsequent attempts to qualify. Reload ammunition may be used for subsequent attempts to qualify.

**258.24 MULTIPLE USE OF CITY AMMUNITION.**
When a commanding officer is notified that an officer under his command has used city-paid ammunition more than once in any qualification period without authorization, he shall direct the officer to report to the Accounting Section, Fiscal Operations Division, within fourteen (14) days for payment of the appropriate fees. The officer shall report to Parker Center, on any weekday, between the hours of 0830 and 1700, and shall pay a fee equal to the purchase price of the extra ammunition used. The officer shall obtain a receipt from the Police

**258.24 (CONTINUED)**
Accountant, which he shall present to his commanding officer as evidence of compliance.

## RECORDS AND REPORTS

### 405. CONFIDENTIAL NATURE OF DEPARTMENT RECORDS, REPORTS, AND INFORMATION.

All official files, documents, records, reports, and information held by the Department or in the custody or control of an employee of the Department shall be regarded as confidential. Employees shall not disclose or permit the disclosure or use of such files, documents, reports, records, or information except as required in the performance of their official duties. The unauthorized use of information obtained through employment with the Los Angeles Police Department can subject the employee to possible disciplinary action and/or criminal prosecution. This includes information obtained from manually stored records, as well as information obtained from automated records.

Concerned supervisors in units having access to terminal points for City-controlled computers containing confidential information shall complete an Operator Security Statement, Form 1.58, for each employee having access to such terminals.

Note: The home address, telephone number, and other personal information concerning Department employees may be released to person's both within and outside the Department only with the approval of the concerned watch commander or officer-in-charge.

### 406. RELEASE OF POLICE RECORD INFORMATION.

### 406.10 GUIDELINES AND RESTRICTIONS FOR THE RELEASE OF POLICE RECORD INFORMATION.

Employees shall be guided by Manual Section 1/440.40 when releasing any information to the public. The following guidelines shall apply to all releases of police record information.

**Guidelines.** Information regarding the commission of a crime and the resulting investigation may be made available to the public prior to the making of an arrest, the issuance of an arrest warrant, or the filing of formal charges. The following guidelines shall apply to all releases of information to the public.

**406.10 (CONTINUED)**
* Department personnel should not release information if it is believed that it would jeopardize the investigation; jeopardize the successful prosecution of a criminal case; affect the outcome of a civil case involving the City of Los Angeles; or infringe upon the person's right to privacy.

Note: Facts concerning the crime which could only be known by the perpetrator, or which could be utilized as polygraph keys should not be released.

* The home address of the victim of a crime shall not be released to the public unless the home address is also the location of the crime. The name and home address of a witness to a crime shall not be released to the public.

Exception: The above information may be released if given permission to do so by the respective victim or witness, or if the investigating officer believes that its release would assist in the investigation of the crime.

* The name and address of a confidential informant shall not be released.

## UNIFORMS AND PERSONAL EQUIPMENT

### 601. POSSESSION OF UNIFORMS AND PERSONAL EQUIPMENT.

**601.10 REQUIREMENTS.**
All officers shall possess at all times a serviceable uniform and the necessary equipment to perform uniformed field duty. Officers assigned to duty wherein a special uniform is required shall also possess the uniform required by their special assignment. All uniforms and equipment referred to in this Chapter shall meet the specifications outlined in the Department Uniform and Personal Equipment Specifications.

Exception: Exemptions from this Section may be granted by the Chief of Police.

### 602. MAINTENANCE OF UNIFORMS AND EQUIPMENT.

**602.10 AVAILABILITY FOR USE.**
All uniforms and equipment shall be maintained in a clean serviceable condition and shall be ready at all times for immediate use.

**602.20 LEATHER EQUIPMENT MAINTENANCE.**
Leather equipment shall be kept dyed and shined, and shall be replaced when it is cracked or worn out.

**605. PERSONAL APPEARANCE.**

**605.10 PERSONAL APPEARANCE—GENERAL.**
An employee shall be neat and clean at all times while on-duty, unless the nature of his assignment require otherwise.

**605.20 HAIR STANDARDS—GENERAL.**
While on-duty, all employees shall keep their hair neat, clean, and well-groomed.

Exception: Authorization to deviate from this requirement may be granted by commanding officers of employees in low visibility positions.

**605.22 HAIR STANDARDS—UNIFORMED.**
**Male Employees.** On-duty uniformed male employees shall keep their hair properly trimmed. The hair shall be at least moderately tapered, shall not extend below the top of the shirt collar nor cover any portion of the ear, and shall not interfere with the proper wearing of the uniform hat.

**Female Employees.** On-duty uniformed female employees assigned to field duty shall arrange their hair so that it does not extend below the bottom edge of the collar, nor interfere with the proper wearing of the uniform hat. Hair shall be arranged so as not to interfere with vision in any way.

On-duty uniformed female employees assigned to field duty shall not arrange their hair in a ponytail hairstyle.

Uniformed females who are not field certified shall maintain their hair so as to present a neat appearance consistent with the type of duty performed.

**605.24 HAIR STANDARDS—SWORN NON-UNIFORMED.**
**Male employees.** On-duty sworn non-uniform male employees shall keep their hair properly trimmed at all times. The hair shall be moderately tapered and shall not extend below the top of the shirt collar nor cover any portion of the ear.

**Female Employees.** On-duty sworn non-uniform female employees shall maintain their hair so as to present a neat appearance consistent with their job assignment.

**605.24 (CONTINUED)**
Exception: Employees in low visibility assignments may deviate from these standards with the approval of their commanding officer.

**605.70 ORNAMENTATION.**
Uniformed employees shall not wear any unauthorized ornamentation such as earrings; necklaces; bracelets; or large, conspicuous rings.

**606. WEARING OF UNIFORM.**

**606.10 WHO SHALL WEAR UNIFORM.**
All employees regardless of rank shall wear the prescribed uniform and personal equipment during their tours of duty.

**606.20 EXEMPTIONS TO WEARING UNIFORMS.**
The following officers are exempted from wearing the prescribed uniform (3/606.10):

* Chief of Police.
* Directors.
* Bureau commanding officers.
* Inspection staff.
* Plainclothes investigation officers.

Special Exemptions. When the wearing of a uniform is not practical because of work conditions, and when prior exemption has been granted by the Chief of Police, certain officers may be exempted from wearing the prescribed uniform.

**610. FIREARMS.**

**610.10 POSSESSION REQUIRED.**
Every officer shall possess an authorized firearm.

**610.12 PRIMARY WEAPON.**
A primary weapon is the Department approved firearm which officers are required to carry on-duty. Primary weapons shall be approved by the Department Armorer.

**610.13 COMPACT SEMIAUTOMATIC PISTOLS USED AS A PRIMARY WEAPON.**
Officers that are assigned to non-uniformed assignments, such as detectives, staff personnel, specialized unit members, etc., may carry as their primary weapon a Department approved compact semiautomatic pistol while assigned to a temporary uniformed assignment. The concerned officers shall carry the appropriate ammunition, magazines, magazine pouch, and holster for uniformed officers.

**610.14 ADDITIONAL WEAPONS/BACKUP WEAPONS.**
Additional weapons/backup weapons shall be approved by the Department Armorer and carried concealed (3/610.20).

**610.15 CITY-OWNED REVOLVERS.**
Officers who have been furnished a City-owned revolver may carry that revolver while on-duty as their primary weapon.

Note: Officers who possess a City-owned six-inch revolver may, at their own expense, have the barrel cut to four inches by the Department Armorer. The Department Armorer shall maintain sole responsibility for any mechanical repair or alteration of City-owned firearms, including removal of the side plates or modification of the original finish.

**610.17 PRIVATELY-OWNED REVOLVERS.**
On-duty officers may carry, as their primary weapon, a privately-owned revolver that has been approved by the Department Armorer and that meets Department specifications for a primary weapon.

**610.25 MANUALLY COCKING AND FIRING THE DOUBLE-ACTION SEMIAUTOMATIC PISTOL.**
Because of the potential for an accidental discharge when the hammer of a double-action semiautomatic pistol is manually cocked to the rear of the slide, the manual cocking of such a pistol is prohibited. The first round shall be fired in the double-action mode.

Note: Generally, the pistol should be returned to double-action mode when the involved officer has determined that the immediate necessity to fire no longer exists (e.g., prior to a foot pursuit or climbing a wall). Accuracy and fire control are the officer's goals when confronted by the need to stop a life-threatening attack.

**610.40 MAINTENANCE OF FIREARMS.**
Firearms carried on-duty shall be maintained in a clean, serviceable condition.

**610.50 UNIFORMED OFFICERS—REQUIRED FIREARMS.**
Personnel on-duty, in uniform, shall carry a four or six inch primary weapon in the uniform holster attached to the equipment belt.

**610.50 (CONTINUED)**
Exception: Uniformed personnel in an assignment that does not involve physical contact with the public may carry a revolver that meets the specifications of an additional weapon, as their primary weapon, with prior approval of the concerned bureau commanding officer.

**610.60 DETECTIVES—REQUIRED FIREARMS.**
Personnel classified as case carrying detectives shall carry, while on-duty, an authorized four or six inch primary weapon, concealed and in a holster.

Exception: Revolvers with two inch barrels and steel frames which were purchased and approved by the Department prior to November 21, 1967, may be carried by plainclothes field officers as a primary weapon.

**610.67 SPECIAL DUTY ASSIGNMENTS—FIREARMS.**
Officers assigned "Special Duties" may carry firearms other than those described as primary or additional weapons as long as the firearms are consistent with their particular assignment and prior written approval is obtained from their commanding officer. Bureau commanding officers shall have audit responsibilities to ensure compliance.

Note: Special duties may include, but are not limited to, SWAT, Detective Support Division, vice, and narcotics.

**610.70 ADDITIONAL FIREARMS CARRIED ON-DUTY.**
An officer carrying an additional firearm while on-duty shall ensure that it is concealed and contained in such a manner that the firearm will not fall out or become accessible to unauthorized persons, and that it conforms to the specifications set forth in section 1-113.2 of the Uniform and Personal Equipment Specifications Manual.

**610.90 PROPER HOLSTERING OF CONCEALED FIREARMS CARRIED BY ON AND OFF-DUTY PERSONNEL.**
Every officer carrying a concealed firearm shall carry the firearm in a holster specifically designed for the firearm being carried. The holster must be constructed so the firearm may be drawn and reholstered without difficulty. When the firearm is carried on the person, the holster used shall be designed to secure the firearm in the holster and prevent the firearm from being cocked. The holstered firearm shall be securely attached to the officer or may be carried concealed in a container under the officer's immediate control.

**610.90 (CONTINUED)**
Such a container may include, but is not limited to, purses and briefcases. The container must be capable of being secured in such a manner that the holstered firearm will not fall out or become accessible to unauthorized persons. The container shall allow the officer immediate access to the firearm.

Exception: The concerned commanding officer may grant permission for noncompliance when the nature of a particular duty assignment with tactical considerations requires that a firearm be carried in a container including, but not limited to, purses, briefcases, or workout bags under the officer's immediate control. The container must be capable of being secured in such a manner that the holstered firearm will not fall out or become accessible to unauthorized persons.

**611. AMMUNITION.**

**611.10 POSSESSION OF AMMUNITION.**
On-duty officers shall not possess in their weapon, on their person, in privately owned vehicles parked on divisional parking lots, or elsewhere in any Department facility, any ammunition other than that which has been approved by the Department as authorized ammunition.

Exception: Officers may possess other than Department approved ammunition while firing at the Police Academy range for recreational purposes. Reload ammunition may be used for qualification at Department ranges.

Off-duty officers who carry a concealed weapon pursuant to their authorization to do so by virtue of their employment as Los Angeles police officers shall carry only authorized ammunition in their weapons.

**611.20 REPLACEMENT OF AMMUNITION.** All ammunition required by this Chapter shall be replaced with new ammunition every six months.

**611.30 REQUIRED AMMUNITION FOR PRIMARY WEAPON—UNIFORMED OFFICERS.**
**Revolver.** The service revolver shall be carried fully loaded by uniformed officers assigned to field duty. In addition, uniformed officers in field assignments shall carry a minimum of 12 rounds in the cartridge case.

**Semiautomatic Pistol.** Uniformed officers shall carry their primary semiautomatic pistol (and magazine)

**611.30 (CONTINUED)**
fully loaded at all times when assigned to field duty. In addition, uniformed officers in field assignments shall carry as a minimum for their primary semiautomatic pistol two fully loaded reserve magazines in the magazine pouch.

Exception: Uniformed personnel who carry a primary semiautomatic pistol or an authorized additional semiautomatic pistol as a primary weapon in an assignment that does not involve physical contact with the public or does not require the wearing of the Police Equipment Belt shall carry as a minimum one fully loaded magazine in a magazine pouch worn on the belt or shoulder holster strap.

**611.40 REQUIRED AMMUNITION FOR PRIMARY WEAPON—PLAINCLOTHES OFFICERS.**
**Revolver.** Plainclothes officers shall carry their revolver fully loaded at all times. In addition, they shall carry a minimum of six rounds of ammunition in a cartridge carrier worn on the belt or shoulder holster strap.

**Semiautomatic Pistol.** Plainclothes officers shall carry their primary semiautomatic pistol (and magazine) fully loaded at all times. In addition, they shall carry as a minimum for their primary semiautomatic pistol one fully loaded magazine in a magazine pouch worn on the belt or shoulder holster strap.

Exception: At the discretion of their commanding officer, undercover officers and "Special Duties" officers may be exempted form Department Manual provisions pertaining to handguns, ammunition, and related equipment (3/610.67).

**611.50 ADDITIONAL AMMUNITION.**
In addition to the required ammunition carried on the person, uniformed and plainclothes officers shall be encouraged by their supervisors to carry extra ammunition. When worn on the Police Equipment Belt, the supplemental ammunition pouch/case shall be worn immediately behind the holster; when worn with an additional handcuff case, the supplemental ammunition pouch/case shall be worn centered between the handcuff cases. Additional fully-loaded magazines or cartridge cases may also be carried concealed upon

**611.50 (CONTINUED)**
the officer. Officers are urged to carry extra ammunition on their persons when off-duty. All Department-issued ammunition not carried on the person shall be maintained in a personal locker or other readily accessible location.

## 614. BASIC UNIFORM—POLICE OFFICERS ELIGIBLE FOR UNRESTRICTED FIELD DUTY.

**614.20 CAP (HAT).**
Patrol officers, while on-duty, shall ensure that their uniform hat is serviceable and available either at their division of assignment or in their assigned vehicle.

Exception: Officers assigned to traffic divisions shall ensure that their uniform hat is available in the passenger compartment of their assigned vehicle and shall wear their hats when directing traffic.

The wearing of the uniform hat is mandatory for all officers:

* When an officer is working an assigned footbeat.
* When an officer is working an assignment in which the primary function is crowd control (e.g., parades, Coliseum events, etc.).
* At inspections, ceremonies, funerals and other appropriate formal events.
* As determined by the officer in charge in those situations in which immediate recognition is necessary for officer safety.
* As determined by commanding officers when circumstances are such that the wearing of the hat is appropriate.

Note: Officers shall wear the Department-issued motorcycle officer's helmet when operating a two- or three-wheel motorcycle.

**614.40 TIE.**
The tie worn with the uniform shirt shall be a double windsor "reditied" knot with a bendover metal clip allowing a "breakaway" feature when worn.

Note: The office-in-charge of a detail where a civil disturbance is in progress, or where it may be reasonably expected that one may ensue, may instruct officers under his command to remove their neckties; however, their shirts shall remain buttoned.

**614.50 TROUSERS.**

Note: Officers assigned to two-wheeled motorcycle duty shall wear the prescribed breeches in lieu of trousers.

**614.60 POLICE EQUIPMENT BELT.**
The Police Equipment Belt shall be worn complete with the equipment specified in 3/622.

**614.70 BADGE.**
When in uniform, all officers shall wear the official badge currently issued to them. The badge shall be attached to the badge holder provided on the outermost garment and shall be clearly visible at all times.

**614.80 IDENTIFICATION CARDS.**
When in uniform, all officers shall have in their possession the identification card currently issued to them.

**614.90 SHOES.**

Note: Officers assigned to two-wheeled motorcycle duty shall wear the prescribed boots in lieu of shoes.

## 615. OPTIONAL UNIFORM—POLICE OFFICERS ELIGIBLE FOR UNRESTRICTED FIELD DUTY.

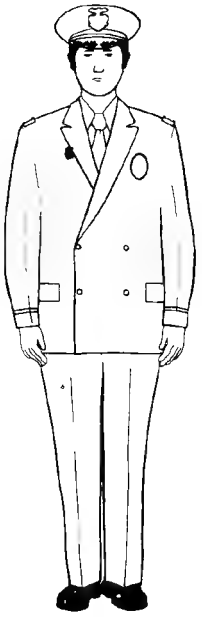
**615.10 OPTIONAL UNIFORM REQUIREMENTS.**
The optional uniform shall consist of the basic uniform with short sleeves, an open convertible collar, and the tie removed.

If an undershirt is worn under the optional uniform shirt, the undershirt shall be white and shall have a round crew neck or V-neck collar.

Officers not wearing the optional uniform shall wear the basic uniform with long sleeves and a tie.

Although the optional uniform is authorized, officers shall wear the basic uniform, with long sleeves and a tie, when the division commanding officer deems it appropriate.

Note: When the wearing of an optional uniform is authorized, officers may wear a uniform manufactured from the optional summer-weight material.



## 616. DRESS UNIFORM—CAPTAINS AND ABOVE.

### 616.10 DRESS UNIFORM REQUIREMENTS.

The dress uniform shall consist of the following items:

* Cap.
* Shirt.
* Tie.
* Trousers.
* Coat.
* Shoes.
* Socks.
* Badge.

### 616.20 POSSESSION OF DRESS UNIFORM.

Officers of the rank of Captain and above shall possess a dress uniform as specified in this section.

### 616.30 WEARING OF DRESS UNIFORM.

Unless otherwise directed by the Chief of Police, officers of the rank of Captain and above, when appearing in uniform, shall wear the dress uniform as specified in this section or the basic uniform as specified in 3/614.

## 617. AIR SUPPORT DIVISION UNIFORM—POLICE OFFICERS.

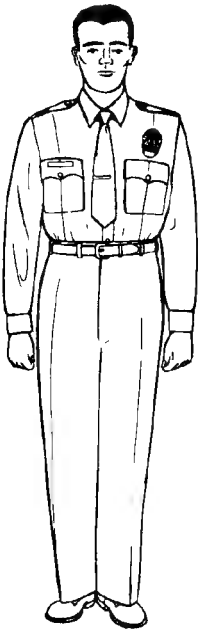
### 617.10 AIR SUPPORT DIVISION UNIFORM REQUIREMENTS.

The flying uniform for officers assigned to Air Support Division shall consist of:

* The khaki uniform, as described in Sections 1D3 and 1D4 of the Uniform and Personal Equipment Specifications Manual, with Air Support Division emblems, as described in Section 1D5. Officers of the ranks of sergeant and above shall wear the prescribed rank insignia.
* Cap or, when airborne, helicopter helmet.
* Regulation shoes.

**617.10 (CONTINUED)**
Officers shall wear the flying uniform only when engaged in flying duties, or when performing related duties at the airport.

Exception: When directed by the Commanding Officer, Air Support Division, the basic uniform (3/614.) with Air Support Division emblems shall be worn. The key chain (3/626.20) and the tie clasp (3/626.30) shall be worn on these occasions.



## 618. INDOORS UNIFORM—POLICE OFFICERS.

**618.10 OFFICE WEAR.**
Officers engaged in uniformed work indoors may be exempted by their commanding officer from the provisions of all or part of the requirements of 3/614 and 3/621. However, officers on such indoors duty shall have the required equipment available for immediate use. Uniformed officers detailed to station or office duty wherein the Police Equipment Belt is not worn shall wear the prescribed trousers belt.

## 619. JUMPSUITS—POLICE OFFICERS.

**619.10 JUMPSUIT REQUIREMENTS.**
The approved jumpsuit is a navy blue, two-piece field uniform, consisting of a jacket and matching pants. Specifications for the jumpsuit are described in Section 1-131 of the Uniform and Personal Equipment Specifications Manual.

**619.20 JUMPSUITS—AUTHORIZED USE.**
Jumpsuits are authorized for use by on-duty personnel assigned to the following details:

**619.20 (CONTINUED)**
* B-Wagon
* Search Dog Detail
* Bomb Squad
* Diving Team
* Tactical Planning Section personnel when engaged in a hazardous material response or Mobile Command Fleet operation
* Off-road Vehicle Enforcement Team

All other sworn personnel may purchase jumpsuits as optional equipment, but may wear them only under the following conditions:

* During an unusual occurrence, with the approval of the field commander; or
* During a search or vehicle inspection, which may result in soiled or damaged uniforms or clothing, with the approval of a supervisor.

Note: Jumpsuits shall be removed and employees shall return to the standard uniform or working attire immediately upon the termination of the unusual occurrence or incident that required the jumpsuit.

## 620. FATIGUE UNIFORM—POLICE OFFICERS.

### 620.10 FATIGUE UNIFORM REQUIREMENTS.
The items named in this section shall constitute the fatigue uniform. It shall be worn, at the direction of the commanding officer, when approved by the concerned bureau commanding officer, by those officers whose principal duties make the wearing of the service uniform impracticable.

Note: Specific exemptions from wearing the official cap, shoes, and socks may be made by the division commanding officers.

## 621. FIELD EQUIPMENT—POLICE OFFICERS.

### 621.10 REQUIRED EQUIPMENT—UNIFORMED OFFICERS.
In addition to the basic uniform (3/614), officers engaged in uniformed field duty shall carry the following equipment:

**Baton.** Officers using motorized equipment while on-duty shall carry their batons in a manner authorized by their commanding officer. The carrying of the baton by officers

**621.10 (CONTINUED)**
assigned to intersection traffic control shall be at the option of their commanding officer.

**Cord-cuff Restrainer.** With the exception of motorcycle officers, the cord-cuff restrainer shall be carried on the key ring holder of the officer's police equipment belt (Sam Browne or Velcro type) or in the left sap pocket of the uniform trouser, at the officer's option. Motorcycle officers shall carry the cord-cuff restrainer in a uniform pants pocket.

**General Duty Helmets.** Uniformed officers while assigned in vehicles shall keep their general duty helmets in their helmet bags and stored in the vehicle's trunk. All other uniformed officers shall keep their helmets at locations convenient to their assignment. Officers shall store their helmets in their station lockers when off duty or on plainclothes assignments.

**Traffic Citation Books.** Both personal service and absentee citation books shall be carried.

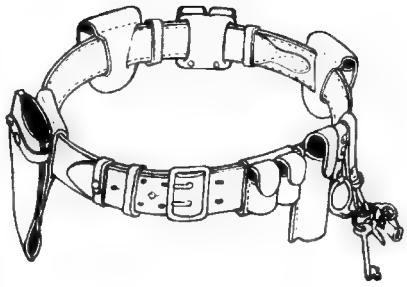
**Flashlight.** A flashlight shall be carried during the hours of darkness.

Officer's Field Notebook.
Pencil.
Street Guide Book.
Call-box key.
Handcuff key.
Whistle.

**621.20 OPTIONAL EQUIPMENT—UNIFORMED OFFICERS.**
In addition to the equipment required (3/614 and 3/621.10) the following items may be carried as the individual officer may desire:

* Disposable plastic handcuffs.
* Kubaton (sworn and civilian jail personnel only).
* Leather billy (sap).

**622. POLICE EQUIPMENT BELT.**



**622.05 AUTHORIZED POLICE EQUIPMENT BELT.**

**Police Equipment Belt—Velcro Type.** The Velcro type police equipment belt shall remain the authorized equipment belt of the Department and shall be issued to new sworn personnel.

**Police Equipment Belt—Sam Browne (With Buckle) Type.** The use of the Sam Browne equipment belt, of the type formerly authorized by the Department, is optional and may be worn in lieu of the Velcro type equipment belt.

**622.10 REQUIRED EQUIPMENT—POLICE EQUIPMENT BELT.**

The items named in this section shall be worn with the Police Equipment Belt.

**622.20 HOLSTER.**

The holster shall be worn on the side for which it was designed. The official firearm shall be carried in the holster.

**622.30 CARTRIDGE CASE.**

The cartridge case shall be worn on the side opposite the holster and shall be centered on the belt between the belt buckle and the baton holder. Reserve ammunition (3/611.30) shall be carried in the cartridge case.

**622.40 BATON HOLDER.**

The baton holder shall be worn on the belt in front of, and directly adjacent to, the key holder. The baton is carried in the baton holder ring.

**622.45 SIDE HANDLE BATON.**

Uniformed officers shall carry the 24-inch side handle baton.

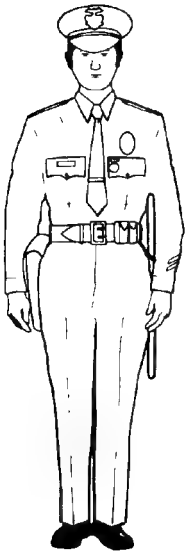
**622.50 KEY HOLDER AND KEY RING.**

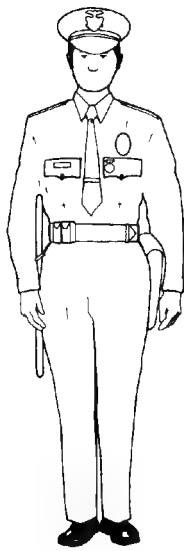
The key holder is worn on the side opposite the holster approximately equidistant between the handcuff and cartridge cases. A key ring shall be carried on the key holder. A whistle, call-box key, and handcuff key shall be carried on the ring. In addition, no more than two other keys may be carried on the key holder at the option of the individual officer.

Exception: Officers required to wear a key chain (3/626.20) may carry the whistle on the key chain.

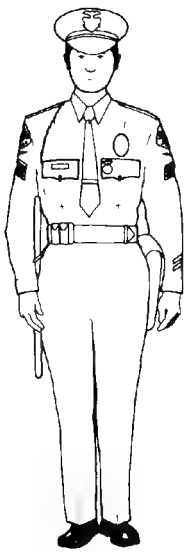
**622.55 CHEMICAL IRRITANT CONTROL DEVICE.**

Uniformed field personnel shall carry the device in its holster on the equipment belt between the ammunition case and the baton holder.

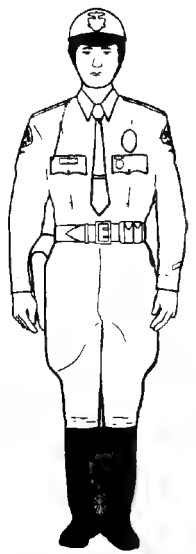




**Required Equipment - Uniformed Officers (621.10)**



**Traffic Officer**



**Motor Officer**

**622.60 HANDCUFF CASE.**
The handcuff case shall be worn centered over the hip pocket on the side opposite the holster. Regulation handcuffs shall be carried in the handcuff case.

**622.70 ADDITIONAL HANDCUFF CASE.**
An additional handcuff case may be worn by uniformed officers and shall be worn centered over the hip pocket on the same side as the holster.

**622.80 TROUSERS BELT.**
The prescribed trousers belt shall be worn under the Police Equipment Belt. It shall be adjusted so that no part other than the top edge is visible.

**624. ADDITIONAL CLOTHING—POLICE OFFICERS ELIGIBLE FOR UNRESTRICTED FIELD DUTY.**

**624.10 JACKET.**
The nylon waist-length field jacket, as described in Section 1A2 of the Uniform and Personal Equipment Specifications Manual shall be worn by uniformed officers when seasonal conditions require. No other jacket may be worn.

When officers choose to wear the field jacket, it shall be worn with either the long-sleeve shirt or optional short-sleeve shirt and tie.

Note: Officers wearing the optional short-sleeve shirt with the field jacket shall wear the tie with the uniform field jacket.

Exception: Officers assigned to two-wheel motorcycle duty are authorized to wear the:

* Leather field jacket.

**624.20 MOUNTED HORSE DETAIL UNIFORM.**
The mounted horse detail uniform has been approved for officers assigned to the Mounted Unit, Metropolitan Division. The uniform shall meet the specifications as prescribed in the Department Uniform and Personal Equipment Specifications Manual.

**624.30 DEPARTMENT BEACH DETAIL/BICYCLE PATROL UNIFORM.**
The Beach Detail/Bicycle Patrol uniform has been approved for officers assigned to the Beach Detail or to Bicycle Patrol. The uniform shall meet the specifications as prescribed in the Department Uniform and Personal Equipment Specifications Manual.

**626. UNIFORM ACCESSORIES—POLICE OFFICERS ELIGIBLE FOR UNRESTRICTED FIELD DUTY.**

**626.10 SCARF.**
A scarf may be worn only with the field jacket or the Air Support Division flying uniform.

**626.20 KEY CHAIN.**
Uniformed officers whose primary duties are traffic related shall wear the prescribed key chain suspended from the right shoulder strap. Other officers assigned to uniformed duty shall not wear the key chain.

**626.30 TIE BAR.**
All uniformed officers shall wear the prescribed tie bar. The tie bar shall be worn horizontally and level with the bottom points of the shirt pocket flaps.

Note: The Safe Riding Tie Bar may be worn by authorized officers assigned to two-wheel motorcycle duty.

**627. PLAINCLOTHES EQUIPMENT—POLICE OFFICERS.**

**627.10 REQUIRED EQUIPMENT—PLAINCLOTHES DUTY.**
Officers, while on plainclothes duty, shall carry the following equipment:

* Ammunition.
* Department badge.
* Department identification card.
* Handcuffs and key.
* Memorandum book.
* Pencil.
* Revolver.

Exception: Officers detailed to undercover duty wherein it is necessary to conceal their identity as officers may be excused by their commanding officers from the provisions of all or part of this section.

**637. WEARING OF DEPARTMENT DECORATIONS.**

**637.10 WEARING DECORATIONS.**
**General.** Employees shall be encouraged to wear authorized medals or ribbons on the uniform shirt, dress coat, or uniform coat (female employees).

Note: Medals or ribbons shall not be worn on the nylon waist-length field jacket.

**637.20 AUTHORIZED MEDALS.** Medals authorized for wear with the Department uniform in descending order of precedence are:

* Medal of Valor.
* Police Distinguished Service Medal.
* Police Commission Unit Citation.
* Police Medal.
* Police Meritorious Service Medal.
* Police Meritorious Unit Citation.
* Police Star.
* Police Commission Distinguished Service Medal.
* Human relations Medal.
* Revolver Qualification Medal.

**637.30 MEDALS—WHERE WORN.**

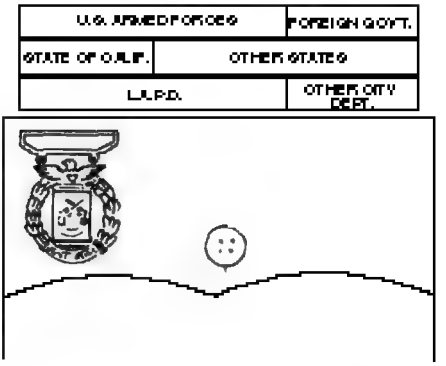
**Single.** If only one medal is to be worn, it shall be worn on the extreme right of the top seam of the left breast pocket flap.

**Multiple.**

* Uniform Shirt. If two or more medals are to be worn, they shall be worn on the top seam of the left breast pocket flap beginning at the extreme right of the flap and extending to the left in descending order of precedence.

* Coat. Authorized medals may be worn on the dress coat or the uniform coat (female employees). When worn, they shall be affixed in a horizontal line beneath the badge in the same relative position as when worn on the uniform shirt.

Exception: The Medal of Valor shall be suspended by the neck sash.




**637.40 DEPARTMENT RIBBONS.** Ribbons representing authorized Department medals may be worn on the uniform in lieu of the respective medals.

**637.40 (CONTINUED)**
They shall be centered above the left breast pocket below the badge extending toward the wearer's left in descending order of precedence with the bottom row on the seam. (Ribbons worn on the dress coat and uniform coat shall be worn directly below the badge.)

Three ribbons shall constitute a complete row. Precedence of rows shall be top to bottom. Additional rows shall also extend toward the wearer's left in descending order of precedence. An incomplete row shall be the top row with its ribbons centered on the complete row(s) beneath.

When an employee receives the same award more than once, the second and subsequent awards shall be indicated by a bronze oakleaf cluster worn on the original ribbon. A silver oakleaf cluster will be worn in lieu of five bronze clusters.

Note: When Departmental ribbons are worn in conjunction with military ribbons and/or ribbons awarded by outside governmental agencies, the order of precedence is:

* United States Government awards.
* Foreign Government awards.
* State Government awards.
* Department awards.
* Other City Department awards.

Ribbons must also be worn in the correct order of precedence established by the awarding agency.

If necessary to provide sufficient space for ribbons, the badge may be adjusted upwards a maximum distance equal to the width of two rows of ribbons.

**637.50 MEDAL OF VALOR BUTTON.**
Medal of Valor recipients may wear the Medal of Valor button in lieu of the medal or ribbon.

## PERSONNEL MANAGEMENT

**755. EMPLOYEE SERVICE PINS.** Service Pin Awards shall be presented to employees who have completed prescribed increments of service. The Service Pin Awards shall be presented as follows:

| Years of Service | Presented By |
|---|---|
| 10 Years | Employee's commanding officer. |
| 15 Years | Bureau commanding officer. |
| 20 Years | Assistant Chief. |
| 25 Years | Chief of Police. |
| 30 Years | A representative of the Board of Police Commissioners. |

When a representative of the Board of Police Commissioners or the Chief of Police presents a Service Pin Award, the concerned commanding officer, the assistant

**TRAFFIC ASSIGNMENT SHOULDER EMBLEM**

BLUE LETTERING, SILVER CROSS ON GREEN FIELD, BLUE PIPING - POLICEMEN, SILVER PIPING - SERGEANT AND ABOVE.

**TRAFFIC ASSIGNMENT EMBLEMS**

**(1/4 INCH BELOW SHOULDER EMBLEM). SILVER**

**AIR SUPPORT ASSIGNMENT EMBLEMS**

BLUE LETTERING AND SYMBOL ON SILVER FIELD, BLUE PIPING.

PILOT'S EMBLEM WORN ON EXTREME RIGHT OF TOP SEAM OF LEFT BREAST POCKET FLAP. WORN TO THE LEFT OF OTHER MEDALS.

OBSERVER'S EMBLEM WORN ON EXTREME RIGHT OF TOP SEAM OF LEFT BREAST POCKET FLAP. WORN TO THE LEFT OF OTHER MEDALS.

**EXPLOSIVES ORDNANCE AND DEMOLITIONS DIVISION, INSIGNIA**

THE INSIGNIA SHALL BE WORN ON THE EXTREME RIGHT OF THE TOP SEAM OF THE LEFT BREAST POCKET FLAP AND TO THE LEFT OF OTHER MEDALS.

**755. (CONTINUED)**
bureau commanding officer, and bureau commanding officer, or their designees, shall attend the presentation.

**756. COMMENDATIONS.**
The Department will award appropriate commendations to employees and on-duty reserve officers who perform service or acts deserving official recognition. A commendation may be awarded posthumously.

**Minor Commendations.** A minor commendatory act (e.g., an employee's superior handling of a difficult situation, or alertness resulting in the apprehension of a suspect) may be recognized through the completion of an Incident Report, Form 1.27, or an Employee's Report, Form 15.7.

**Bureau Commendation.** The Bureau commendation may be conferred upon employees or organizational units which perform outstanding service or valor similar to, but to a lesser degree than required for either a Police Star, Police Meritorious Service Medal, or Police Meritorious Unit Citation. The Bureau Commendation consists of a Commendation Report, Form 1.18, signed by the concerned bureau commanding officer. It is awarded by the employee's bureau commanding officer in the name of the Department at an appropriate presentation.

**Major Commendations.**
Outstanding performance of duty or an act involving commendatory bravery shall be recognized through a major commendation, which includes the conferring of a Departmental medal or unit citation.

**756.05 INDIVIDUAL AWARDS FOR BRAVERY.**
The conferring of an award for bravery shall be in recognition of a single action performed by a Department employee. Several commendatory incidents of bravery, each being worthy of an award, will not qualify the employee for a higher award.

**Medal of Valor.** The Medal of Valor is the Department's highest award and may be awarded to officers who distinguish themselves by conspicuous bravery or heroism above and beyond the normal demands of police service.

To be awarded the Medal of Valor, an officer shall have performed an act displaying extreme courage while consciously facing imminent peril.

**756.05 (CONTINUED)**
It is awarded by the Board of Police Commissioners and is presented by the Chief of Police in the name of the Department at the annual Medal of Valor awards ceremony. The award consists of a medal, ribbon, and citation.

**Police Medal.** The Police Medal may be awarded to employees who distinguish themselves by bravery or heroism above and beyond the normal demands of duty, but to a lesser degree than required for the Medal of Valor.

It is awarded by the Chief of Police in the name of the Department and presented by the Chief, or the Chief's designee, at an appropriate ceremony. The award consists of a medal and ribbon.

**Police Star.** The Police Star may be awarded to:

* Employees who distinguish themselves by bravery or heroism above and beyond the normal demands of duty, but to a lesser degree than required for the Police Medal.
* Employees who distinguish themselves by performing in stressful situations with exceptional tactics and/or judgment.

It is awarded by the Commendations Board in the name of the Department and presented by an Assistant Chief at an appropriate ceremony. The award consists of a medal and ribbon.

**756.10 INDIVIDUAL AWARDS FOR SERVICE.**
Individual awards for service are based on exceptional performance of duty, clearly above that normally expected, which has contributed materially to the success of a major project or field operation. Long and faithful service is not considered for purposes of such an award.

**Police Distinguished Service Medal.** The Police Distinguished Service Medal is the Department's highest award for service and may be awarded to employees who distinguish themselves by performing exceptional service in a duty of great responsibility or of critical importance to law enforcement.

The Police Distinguished Service Medal is awarded by the Board of Police Commissioners in the name of the Department and presented by the President of the Board, or the President's designee, at an appropriate ceremony. The award consists of a medal, ribbon, and citation.

**756.10 (CONTINUED)**

**Police Meritorious Service Medal.** The Police Meritorious Service Medal may be awarded to employees who perform meritorious service similar to, but to a lesser degree than required for, the Police Distinguished Service Medal.

It is awarded by the Chief of Police in the name of the Department and presented by the Chief, or the Chief's designee, at an appropriate ceremony. The award consists of a medal and ribbon.

**Police Commission Distinguished Service Medal.** The Police commission Distinguished Service Medal may be awarded to citizens and employees of other City departments who distinguish themselves by performing exceptional service to this Department or by performing in a stressful emergency situation with good judgment and bravery. Department employees who distinguish themselves by performing exceptional service to this Department may be awarded this medal.

The Commission Distinguished Service Award is awarded by the Board of Police Commissioners in the name of the Department and represented by the President of the Board, or the President's designee, at an appropriate ceremony. The award consists of a medal, ribbon, and citation.

Note: This award is not to be awarded to Department employees for acts of valor or bravery since there are existing medals and awards which apply to these circumstances.

**Human Relations Medal.** The Human Relations Medal was established to appropriately recognize and award Department employees who have in their day-to-day activities shown great compassion and have gone above and beyond the call of duty in their response to fellow human beings. The award is presented by the Chief of Police and is primarily intended for on-duty actions.

**756.25 SPECIAL CATEGORY—THE LIBERTY AWARD.**

The Liberty Award is awarded to a police service dog (K9) that has been killed or seriously injured while engaged in police duties.

The incident shall be recorded on a Commendation Report, Form 1.18, with the canine's name and serial number placed in the "name" box. At the bottom of the Commendation

**756.25 (CONTINUED)**
Report, the words "request for Liberty Award" shall be printed or typed. The report shall be submitted according to established procedures for individual awards.

The award, consisting of a medal mounted in a "shadow box," shall be displayed at the canine's division of assignment.

## 770. PHYSICAL FITNESS AND PHYSICAL FITNESS TESTS.

### 770.05 PHYSICAL FITNESS TESTS.

The following tests are designed to measure the ability of the body to respond to work and stress by measuring cardiovascular tolerance, muscular strength, endurance, and flexibility. The subject shall be advised not to smoke, eat, drink, or engage in strenuous physical activity for one hour prior to taking the test. During the tests, the subject should do his best without overextending himself.

**Kasch Pulse Recovery Test.** This test is designed to broadly determine, through the application of cardiovascular stress, an individual's exercise tolerance. The test consists of stepping up and down on a 12-inch step bench at the rate of 24 cycles per minute for three minutes. The pulse rate shall be recorded immediately before and after administration of the test. The post-exercise pulse rate reflects the individual's exercise tolerance.

Note: This test shall be the first administered, as its satisfactory completion is a prerequisite to taking the other tests.

**Muscular Strength and Endurance Tests.** These tests are designed to measure abdominal and upper-body strength. They consist of doing as many bent-knee sit-ups, with hands clasped behind the head, as possible in two minutes, and as many uninterrupted push-ups as possible.

**Flexibility Tests.** These tests are designed to measure the body's forward and backward flexibility. The trunk extension consists of lying face down with hands clasped behind the head, and raising the upper torso as high as possible for 20 repetitions. The toe touch consists of standing straight, slowly bending over at the waist, and extending the fingers toward the toes one time.

## 776. LOYALTY OATH.

Every employee of the Department shall take the Loyalty Oath required by State law and municipal

**776. (CONTINUED)**
ordinance. No compensation may be paid to any employee who does not conform with the provisions of the Loyalty Oath Law.

**776.20 RESPONSIBILITY FOR ADMINISTERING LOYALTY OATH.**
The Commanding Officer, Personnel Division, shall administer, or cause to be administered, to all personnel employed by the Department subsequent to October 3, 1950, the Loyalty Oath required by State law. If necessary to assist in discharging this responsibility, the Commanding Officer, Personnel Division, may direct certain other employees of the Department to appear before the City Clerk for deputization in connection with the administration of the Loyalty Oath. Employees so deputized may be directed by the Commanding Officer, Personnel Division, to administer the Loyalty Oath.

**776.30 DEPUTIZATION—LOYALTY OATH.**
The Commanding Officer, Personnel Division, and other employees designated by him to administer the Loyalty Oath, shall appear before the City Clerk of Los Angeles for the purpose of deputization to administer the Loyalty Oath. The deputization shall be in effect until the termination of the employee or until the Chief of Police informs the City Clerk that the employee is no longer to administer such oath.

**776.40 PROCEDURE FOR ADMINISTERING LOYALTY OATH.**
The Loyalty Oath shall be taken, executed, and signed before a person authorized by law to administer oaths. The actual procedure is at the discretion of the person administering the oath. He may administer the oath to an individual employee or to a group of employees in a formal manner.

The employee shall affix his signature to the oath in the presence of the person administering the oath, and the date that the employee takes and subscribes to the oath shall then be entered on the oath.

**797. DEATHS OF DEPARTMENT EMPLOYEES.**

**797.30 RELEASE OF IDENTIFICATION OF A DEAD OR CRITICALLY INJURED OFFICER.**
When an officer is killed or critically injured as a result of his official duties, his identification shall not be

**797.30 (CONTINUED)**
released to any person outside of the Department. All inquiries from the news media or other interested parties shall be referred to the officer's commanding officer. The concerned commanding officer shall be responsible for determining, subsequent to notification of the officer's next of kin, when the officer's identification shall be released.

**797.40 DEATH OF DEPARTMENT EMPLOYEE—NOTIFICATION TO NEXT OF KIN.**
Notification to the next of kin or other concerned person if a Department employee dies on-duty shall be made as follows:

**Responsibility of Notification.** The commanding officer of the deceased employee shall cause the necessary notification to the next of kin.

**Notification to be Made in Person.** A death notification by an employee of the Department shall be made in person unless physical conditions make it impracticable.

**Within Other Area.** If necessary, death notification information may be transmitted by telephone or teletype to the uniformed division in the Area nearest the residence of the person to be notified; a supervisor of that division shall then arrange for personal notification to be made.

**797.60 ANNOUNCEMENT OF DEATH OF EMPLOYEE TO DEPARTMENT.**
A teletype broadcast concerning the death of a Department employee shall be made except when there has been a considerable lapse of time between the death and the notification to the Department. The teletype shall be prepared by the Officer-in-Charge, Medical Liaison Section, Personnel Division. During the hours that the Medical Liaison Section is closed, the Commanding Officer, Detective Headquarters Division, shall prepare the teletype. The teletype shall contain such information as the commanding officer believes to be appropriate.

**Death of Officer in Line of Duty.** When an officer is killed in the line of duty, or dies as the direct result of injuries incurred while in the performance of his official duties, the teletype broadcasts shall notify concerned personnel that the National Flag and all other flags flown at Department facilities shall be flown at half-staff.

# VOLUME IV-
# LINE PROCEDURES
## COMMUNICATIONS

### 105. DEPARTMENT COMMUNICATIONS SYSTEM.

### 105.20 MONITORING DEPARTMENT RADIO FREQUENCIES.

Communications Division shall monitor Department radio frequencies and shall publish a quarterly report on radio frequency abuse. Specific violations shall be brought to the attention of concerned commanding officers.

Note: Headquarters Section, Detective Headquarters Division, shall also monitor tactical frequencies and shall report any frequency abuse to the commanding Officer, Communications Division.

### 110. RADIO UNIT DESIGNATIONS.

### 110.20 NON-GEOGRAPHIC DIVISION UNIT DESIGNATIONS.

Division commanding officer units shall be identified by the word "Commander" followed by the number and/or letter(s) of the respective division:

***Office of the Chief of Police**

61: Anti-Terrorist Division

***Office of Administrative Services**

1H: Jail Division
2H: Scientific Investigation Division
3H: Information Resources Division
4H: Motor Transport Division
5H: Personnel Division
6H: Planning and Research Division
7H: Employee Opportunity and Development Division
8H: Fiscal Operations Division
9H: Property Division
10H: Communications Division
11H: Police Facilities Construction Group
12H: Records and Identification Division
13H: Supply Division
14H: Training Division
15H: Behavioral Services
16H: Litigation Processing Section
17H: Emergency Command Control Communications System Division

***Office of Special Services**

2Y: Internal Affairs Division
4Y: Organized Crime Intelligence Division
6Y: Administrative Vice Division
7Y: Narcotics Group
8Y: Narcotics Group
9Y: Narcotics Group
10Y: Labor Relations Division
12Y: Drug Abuse Resistance Education Division

**110.20 (CONTINUED)**
***Office of Operations**

***Assistant to the Director**
1D: Traffic Coordination Section
1P: Evaluation and Administration Section

***Headquarters Bureau, Detective Services Group**
1K: Detective Headquarters Division
2K: Burglary-Auto Theft Division
3K: Bunco-Forgery Division
4K: Robbery-Homicide Division
5K: Detective Support Division
8K: Juvenile Division

***Headquarters Bureau, Uniformed Services Group**
2D: Air Support Division
3D: Tactical Planning Section
R: Metropolitan Division

***Police Commission**
1N: Commission Investigation Division

**110.30 GEOGRAPHIC COMMANDING OFFICER DESIGNATIONS.**
Area commanding officers shall be identified by the word "Commander" followed by the number of the respective area.

Example: Commander 13 (Newton Street).

**Divisions Within Geographic Areas.** Commanding Officers of divisions within geographic Areas shall be identified by the word "Commander" followed by the number of the Area and the letter "A" or "B." "A" shall indicate Patrol Division Commanding Officer, and "B" shall indicate the Detective Division Commanding Officer.

**Traffic Divisions.** Line traffic division commanding officer units shall be identified by the word "Commander" followed by the number and/or letters of their respective division of assignment:

* 24T: Central Traffic Division
* 25T: South Traffic Division
* 34T: West Traffic Division
* 35T: Valley Traffic Division

**110.40 FIELD UNIT DESIGNATIONS.** Unit designations shall be stated by all units at the beginning of each transmission:

* Patrol Unit Designations. Patrol units shall be identified by the number of the geographic area of assignment, the applicable service letter (4/110.50), and a unit number corresponding to one of the numbered reporting districts in their assigned areas.

**110.40 (CONTINUED)**

**110.40 (CONTINUED)**

* Traffic Unit Designations. Traffic units shall be identified by the number of the geographic area of assignment, the applicable service letter (4/110.50), and unit numbers assigned in consecutive order beginning with the number "1."

* Non-geographic Division Unit Designations. Non-geographic division units shall be identified by the number and/or letter of the division (4/110.20) and the unit numbers assigned in consecutive order beginning with the number "1."

* Watch Commanders. Watch commanders shall be assigned the unit number "10."

* Community Relations Officer. The Area community relations officer shall be assigned the unit number "80."

* Air Support Unit Designations. Regular air flights shall be designated by the word "Air," followed by the corresponding area number to which the flight is primarily committed (e.g., Air 3 would be assigned to an air flight with primary commitment in Southwest Area).

Special air flights will be designated "Air 20" through "Air 100" by the Commanding Officer, Air Support Division.

Note: The Air Support Division station wagon, when assigned to a command post, shall be designated "2D100."

* Metropolitan Division Units. Metropolitan Division units shall be identified by the letter "R" and unit numbers assigned in consecutive order beginning with the number "1."

* Base Stations. Base stations shall be identified by the number of the division or Area, the applicable service letter (4/110.50), a team number, if applicable, and the unit number "90."

Exception: Pacific Area's airport substation shall be known as "Airport Base."

* Portable Radio Unit Designations. Officers using portable radio equipment shall use a designation consistent with their division of assignment unless other designations are authorized by the commanding officer.

* Supervisors. Supervisors, other than those assigned to a geographic Area, shall be assigned a unit number ending in "zero" exclusive of the numbers "10" and "90."

**110.40 (CONTINUED)**

* Watch Supervisor. Watch supervisory units shall be identified by the number of the respective Area, the letter "L," and a two digit number ending in "zero." The number "10" shall designate the Watch Commander.

* Detective Units. Detective units shall be identified by the number of the Area/division, the letter "W," and the unit's numerical designation. Detective Division supervisory units shall be assigned numbers ending in "zero."

**110.50 SERVICE IDENTIFICATION LETTERS.**

The following letters indicate the type of service to which mobile radio units are assigned:

*A: Basic Car Plan unit.
*Air: Air patrol unit.
*B: Two-Man patrol wagon.
*CRASH: Unit assigned to a bureau Community Resources Against Street Hoodlums Section.
*D: Unit assigned within Headquarters Uniformed Services Group (except Metropolitan Division).
*E: Traffic enforcement automobile unit.
*F: Special unit.
*FB: Uniformed foot-beat patrol.
*H: Unit assigned to a division in the Office of Administrative Services.
*J: Juvenile unit.
*JW: Juvenile female police officer unit.
*K: Unit assigned to a division in Headquarters Detective Services Group or Valley Forgery Section, Operations—Valley Bureau.
*L: One-man unit. ("X" or "T" units shall use the letter "L" following the regular service letter when applicable.) Also used as geographic field services division base station designation.
*M: Traffic enforcement motorcycle unit.
*N: Unit assigned to Commission Investigation Division.
*OP: Observation post assignment during special event or unusual occurrence.
*Q: Special event or unusual occurrence unit.

Note: The activation of the designation and the coordination of assigning specific identification numbers shall be through Communications Division.

*R: Metropolitan Division unit.
*RA: Fire Department rescue ambulance unit.
*S: Three-wheel motorcycle unit.
*T: Accident investigation unit.
*U: Report-taking unit.
*V: Area vice unit.
*W: Geographic detective unit.
*X: Additional patrol unit in an assignment district.
*Y: A unit assigned to a division in the Office of Special Services.
*Z: Geographic uniformed unit assigned to a special detail.

**110.60 MOBILE COMMAND FLEET UNIT DESIGNATIONS.** The mobile command fleet shall be identified as follows:

| | |
|---|---|
| Mobile One: | Command post truck. |
| Mobile Two: | Logistics vehicle. |
| Mobile Three: | Communications unit. |
| Mobile Four: | Personnel and field transportation office. |
| Mobile Five: | Has generator for electrical power and a trailer to serve as the command point at the field command post location. |
| Mobile Seven: | Tactical operations center. |
| Sound One: | Truck with high-volume public address system. |
| Sound Two: | Same as Sound 1. |
| Light One: | High-intensity illumination truck. |
| Light Two: | Same as Light 1. |
| Mobile Canteen: | Used to prepare and serve food to officers at the command post. |

**110.70 COMMAND POST DESIGNATIONS.**

**Emergency Control Center Division.** The Emergency Control Center Division, or any other location or facility activated for overall Department control during an emergency, shall be identified as Department Command.

**Field Command Post.** A field command post shall be identified as "Command Post." If more than one post is needed, the numerical designations shall be established by "Department Command."

**120. RADIO TERMINOLOGY, CODES, AND CRIME BROADCASTS.**

**120.20 USE OF RADIO CALL LETTERS.**

**By All Radio Operators.** Radio operators shall not call either a fixed station or a mobile unit by its call letters. The unit designation shall be used when addressing a fixed station.

**By Controls.** All controls shall broadcast the station call letters once each fifteen minutes. They need not do so at the end of each transmission.

**By Mobile Units.** At the conclusion of each complete exchange of transmission between a control and a mobile unit, the entire station identification, "KJC-625," shall be announced by a mobile unit.

**120.30 APCO CODE WORD LIST.**

The following code words shall be used, when applicable, in local radio transmissions:

| | | | |
|---|---|---|---|
| A | Adam | H | Henry |
| O | Ocean | V | Victor |
| B | Boy | I | Ida |
| P | Paul | W | William |
| C | Charles | J | John |
| Q | Queen | X | X-ray |
| D | David | K | King |
| R | Robert | Y | Young |
| E | Edward | L | Lincoln |
| S | Sam | Z | Zebra |
| F | Frank | M | Mary |
| T | Tom | G | George |
| N | Nora | U | Union |

**120.40 RADIO CODES AND PROCEDURES.**

The following codes and phrases shall be used, when applicable, in local radio transmissions:

* Officer Needs Help. This emergency call shall be broadcast when immediate aid is required by an officer. The officer requesting shall include the location followed, if possible, by the unit identification and all other pertinent information. A specific unit shall be dispatched "Code Three" and other available units in the vicinity shall respond "Code Two." An "Officer Needs Help" call shall not be broadcast when "assistance" only is needed. The Department will provide assistance and respond to "Officer Needs Help" calls within the City when requested by the CHP. The senior officer of the agency requesting emergency assistance shall be in charge of the incident unless the incident involves a situation which is the responsibility of the other agency, in which case the senior officer of the responsible agency will be in charge.

* Officer Needs Assistance. This call shall be broadcast when additional aid is required by an officer. The officer requesting shall include the location, followed by the unit identification and all other pertinent information, including the reason for request. A specific unit shall be dispatched "Code Two" and other available units in the vicinity shall respond when practicable.

* Fireman Needs Help. This emergency call shall be broadcast when immediate police assistance is required because firemen are being attacked, attack is imminent, or other emergency exists. A specific unit

**120.40 (CONTINUED)**
shall be dispatched "Code Three" and other available units in the vicinity shall respond "Code Two."

* Fireman Needs Assistance. This call shall be broadcast when police assistance is required due to hostile crowd action or other incident. A specific unit shall be dispatched "Code Two" and other available units in the vicinity shall respond when practicable.

* Back-up Unit Request. This call shall be broadcast when an additional unit is required by an officer. The officer requesting shall include the location, followed by the unit identification and all other pertinent information. Only the specific unit dispatched shall respond. The request shall be canceled when, prior to the arrival of the assigned back-up unit, it is determined that an additional unit will not be needed.

* "Pursuit" Procedure. A unit announcing a "Pursuit" shall begin the message by stating that the unit is in "Pursuit" and giving the location followed, if possible, by the unit identification, description of pursued vehicle, and/or suspects, direction taken, and reason for pursuit. The pursuing unit shall give frequent and comprehensive progress reports as conditions permit. Any unit having information regarding the "Pursuit" may transmit. Communications Division will broadcast advisory information concerning pursuits by the CHP within the City. Department personnel shall not become involved in CHP pursuits on the freeways unless for serious felonies committed within the City of Los Angeles.

* Code One. When the control operator fails to receive an acknowledgment of a communication, a "Code One" shall be given. The unit to which a "Code One" is directed shall acknowledge immediately upon hearing a "Code One."

* Code Two. A radio call accompanied by a "Code Two" designation is an urgent call and shall be answered immediately. The red light and siren shall not be used, and all traffic laws shall be observed. Officers responding to a "Code Two" radio call shall only be interrupted to perform police work of major importance or to respond to a higher priority radio call when so directed by a Communications Division operator or Department supervisor.

Note: The determination to interrupt an officer's response to a Code Two call should be based upon the comparative urgency and the risk to life and property of the assigned call and the intervening incident. (1/516.20)

**120.40 (CONTINUED)**
Officers shall notify and request the Communications Division operator to immediately reassign their Code Two call when circumstances cause them to be interrupted from responding to the call.

* Code Three. A radio call accompanied by a "Code Three" designation is an emergency call. It shall be answered immediately, but in a manner which will enable the unit to reach the scene as quickly as possible with safety. The red light and siren shall be used whenever it is necessary to disregard provisions of Division 11 of the Vehicle Code, "Rules of the Road."

Any call may justify a "Code Three" if any of the following elements are present:

* A serious public hazard.
* The preservation of life.
* A crime of violence in progress.
* The prevention of a crime of violence.
* An immediate pursuit.
* A unit at the scene requests another unit "Code Three."

The final decision for the use of "Code Three," other than in response to a directed radio call, shall be made by the vehicle operator.

An officer shall immediately broadcast his intention to proceed "Code Three" when the decision is based on other than a directed police radio call. The "Code Three" broadcast shall include the nature and location of the activity and, when known, the starting point, route of travel, and destination.

When the "Code Three" has been terminated, the officer shall notify Communications Division as soon as practicable.

When more than one unit is "Code Three" in the same general area, they shall be notified by Communications Division that other units are "Code Three" in the vicinity.

* Code Four. When additional assistance is not needed at the scene of an "All Units" call, a "Code Four," followed by the location of the call, shall be broadcast. Radio units which are not assigned to the call and which are not at the scene shall return to their assigned patrol area when a "Code Four" is broadcast.

* Code Four Adam. When additional assistance is not needed at the scene of an "All Units" call but the suspect is still in the vicinity, a "code Four Adam," followed by the location of the call, shall be broadcast. This should then be followed by a

**120.40 (CONTINUED)**
description of the suspect. Radio units which are not assigned to the call but which are on the way to the scene shall, when a "Code Four Adam" is broadcast, patrol or post themselves at strategic locations near the scene.

* Code Five. A unit intending to "Stakeout" shall notify the control of the location and request a "Code Five." The control operator, upon receipt of the message, shall immediately broadcast that there is a "Code Five" at the particular location. All units shall avoid the vicinity except in an emergency or in response to a call. Clearing Code Five. When the need for a "Code Five" no longer exists, the originating unit, or the last unit to leave the scene, shall request the control to clear the "Code Five" at the particular location.

* Code Six. When a unit is conducting a field investigation and no assistance is anticipated, a "Code Six," followed by the location, shall be broadcast. A unit shall not go "Code Six" until it arrives at the scene of a call. Units on "Code Six" status shall remain available for reassignment to priority calls by monitoring their radio frequencies. A unit on "Code Six" status may indicate to the dispatcher additional circumstances which will make the unit unavailable for assignment to a priority call. These circumstances may include:

* Suspect in custody.
* Primary unit at a crime scene.
* Required at a back-up, assistance, or help location.

Note: The unit shall notify the dispatcher as soon as it is again available for radio calls.

* Code Six Adam. When an officer may need assistance in conducting an investigation, he should broadcast "Code Six Adam" with his location. Other radio units in the vicinity should then patrol in the general direction of the given location. Officers should not ordinarily leave their assigned districts, but should deploy to an advantageous position in the event that assistance is later requested. When a unit broadcasts "Code Six Adam" and later finds that assistance will not be needed, a "Code Four" and the location shall be given without delay.

* Code Six Charles. When a one-officer unit receives a "Code Six Charles" in answer to a request for information on a suspect, the officer shall place himself or herself in a position of advantage over the suspect while awaiting arrival of assistance. When control is obtained,

**120.40 (CONTINUED)**
the one-officer unit may request and receive the want/warrant information from the Radio Telephone Operator.

When a "Code Six Charles" is received by a two-officer unit, the officers shall immediately place themselves in positions of advantage over the suspect. When control is obtained, the unit shall request the want/warrant information from the Communications operator.

* Code Six George. When an officer may need assistance in conducting an investigation concerning possible gang activity, the officer should broadcast "Code Six George" and the location. An available "CRASH" or gang unit should respond, while other radio units in the vicinity should then patrol in the general direction of the location given. Officers should not ordinarily leave their assigned districts, but should deploy to an advantageous position in the event that assistance is later requested. When a unit broadcasts "Code Six George" and later finds that assistance will not be needed. a "Code Four" and the location shall be given without delay.
* Code Six Mary. When an officer may need assistance in conducting an investigation concerning possible militant activity, he should broadcast "Code Six Mary" with his location. Other radio units in the vicinity should then patrol in the general direction of the given location. Officers should not ordinarily leave their assigned districts, but should deploy to an advantageous position in the event that assistance is later requested. When a unit broadcasts "Code Six Mary" and later finds that assistance will not be needed, a "Code Four" and the location shall be given without delay.
* Code Seven. When a unit desires to go out of service for free time, a request for "Code Seven," accompanied by the location his assigned vehicle will be parked, shall be transmitted to the control. The control operator shall instruct the unit to "Stand By" until it can be determined whether the request can be immediately granted. If the request cannot be granted, the control operator shall instruct the unit to "Continue Patrol." If the request is granted, the control operator shall inform the unit "OK for Seven."
* Code Eight. This call is broadcast for general information when a fire has been reported at a specific location where there is a high fire hazard or a threat of personal danger to firemen from hostile groups. Units in the vicinity should respond to the call but remain on the air available

**120.40 (CONTINUED)**
for calls unless it is necessary to assist or investigate. "Code Six" shall be used when it is necessary to go off the air.

* Code Eight Adam. This call is broadcast when Communications Division has received notification from the Fire Department confirming an active, verified fire at a specific location and the senior officer at the scene has requested additional fire units. A specific police unit shall be assigned the call to assist with traffic or crowd control.

* Code Ten. This call is broadcast when a clear frequency is required to check a suspect for wants and/or warrants. When an officer desires a clear frequency to check a suspect for wants and/or warrants, he shall:

* Determine that the frequency is not in use.

* Identify himself with his unit number.

* Request "Code Ten," and state number of suspects to be checked.

* Indicate whether suspects are juveniles.

Note: A "Code Ten" designation shall not be used to request a clear frequency for crime information broadcasts or any other information, except as specified above.

* Code Twelve. An officer who responds to a "Code Thirty," "Code Thirty Adam," "Code Thirty-Ringer," or a 211 silent and determines that there is no evidence of a burglary or robbery, and it appears that the false alarm was caused by equipment malfunction or subscriber error, shall broadcast "Code Twelve," the address, and firm name, if any.

Note: A "Code Twelve" shall be broadcast, in addition to any crime information, when a 211 silent alarm is used to summon the police for reasons other than a robbery.

* Code Twenty. When a traffic collision or other event being investigated is of such a spectacular nature or is sufficiently unusual that accounts of it would stimulate general public interest, the phrase "Code Twenty," accompanied by the location of the accident or event, shall be transmitted to the control.

* Code Thirty. This call is broadcast for general information when a silent burglar alarm has been reported by an alarm company or by an automatic tape message. Units in the vicinity should respond to the call but remain available for calls unless it is necessary to go "Code Six" for the purpose of assistance or investigation.

**120.40 (CONTINUED)**

* Code Thirty Adam. This call is broadcast when a silent burglar alarm has been reported by an alarm company and the location is being monitored audibly. Units in the vicinity should respond to the call but remain available for calls unless it is necessary to go "Code Six" for the purpose of assistance or investigation.
Note: If the location appears to be secure, officers shall ascertain, via Communications, whether the alarm company is monitoring any activity within the location.

* Code Thirty-Ringer. This call is broadcast when a Communications dispatcher receives information that a ringing burglar alarm has been activated. Units in the vicinity should respond to the call but remain available for calls unless it is necessary to go "Code Six" for the purpose of assistance or investigation.

* Code Thirty-Seven. Communications Division Radio Telephone Operators running want/warrant information for field personnel shall broadcast a "Code Thirty-Seven" when stolen vehicle information is returned on vehicle license numbers. Field personnel shall employ appropriate defensive tactics and/or report pertinent information such as location, direction of travel, vehicle description, until control is assured. When the suspect(s) are under the complete control of SWORN PERSONNEL or additional assistance is not required, field employees shall broadcast a "Code Four" in response to a "Code Thirty-Seven."

Note: Communications Division shall continue to broadcast "Code Six Charles" in cases of vehicle license numbers connected with high risk suspects or vehicles, such as armed and dangerous, felony want or warrant. For example, if a vehicle license number is associated with a stolen vehicle used in connection with an armed robbery, a "Code Six Charles" will be broadcast, NOT "Code Thirty-Seven."

* Code Tom. When an employee needs a TASER, the employee shall broadcast the unit designation, location and "Code Tom."

* Code 100. This code shall be broadcast by a field unit to notify other units that a possible escape route of a suspect from a crime scene is under temporary surveillance. The term "Code 100" shall be broadcast in the following sequence: Unit identification, "Code 100," and the location.

| | |
|---|---|
| * AC: | Aircraft crash. |
| * FB: | Fallen Balloon. |
| * QT: | Secrecy required regarding location. |

**120.40 (CONTINUED)**

| | |
|---|---|
| * 211: | Robbery. |
| * 311: | Indecent exposure. |
| * 390: | Drunk male. |
| * 390W: | Drunk female. |
| * 415: | Disturbance. |
| * 459: | Burglary. |
| * 484: | Theft. |
| * 484PS: | Purse Snatching. |
| * 502: | Under-the-influence driver. |
| * 507: | Minor disturbance. |
| * 507FC: | Firecrackers. |
| * 586: | Illegal parking. |
| * 586E: | Car parked in driveway. |
| * Roger: | Message received; will comply. |
| * Come In: | You are being called. |
| * Stand By: | Wait until a suitable answer is determined—or do not transmit. |
| * Go Ahead: | Proceed with your message. |
| * Repeat: | Repeat your message. |
| * Out | Out of service; not available for call (used when no other specific code applies and shall be followed by the reason). |
| * Clear: | No call outstanding against unit; available for call. |

Note: When reporting on-duty, units equipped with two-way radios and engaged in either uniformed or plainclothes patrol shall report "Clear" and indicate the watch to which they are assigned.

| | |
|---|---|
| *Want: | Determine whether a vehicle is wanted or is to be held. |
| *No Want: | No want or hold on subject or vehicle of inquiry. |
| *Warrant: | Vehicle warrant information. |
| *DMV: | Information regarding vehicle registration. |
| *JuvenileCheck: | Determine whether there is want, hold, or criminal record for juvenile subject. |
| *End of Watch: | Unit has completed tour of duty. |

Note: When a unit goes off-duty, the control shall be notified of the location and that the unit is "End of Watch." When a unit has worked beyond the normal tour of duty, the watch to which the unit is assigned shall also be reported.

**120.41 INITIAL BROADCASTS OF CRIME DESCRIPTION.**

The first officers to arrive at the scene of a crime shall conduct a brief interview with the victim or witnesses. Information, when applicable, shall be transmitted in the following sequence to the communications operator, without delay:

**120.41 (CONTINUED)**

* Type Crime
* Occurred _____ Minutes Ago
* Location
* Vehicle Used (or left on foot)
* Direction Taken
* Number, Sex, Descent of Suspects
* Outstanding Features
* Weapon
* General Type Property

**120.42 SUPPLEMENTAL BROADCAST OF CRIME DESCRIPTION.**

As soon as practicable after the initial brief information concerning the occurrence of a crime has been relayed to a communications operator for broadcast (4/120.41), supplemental information, including a detailed description of the suspect, shall be relayed to the operator. These suspects' descriptions shall follow the sequence as outlined in the related crime report.

**130. RADIO MESSAGE PRIORITY.**

**Emergency Radio Messages.** This classification has priority over all other messages and consists of requests for "Help," information regarding "Pursuits," and messages necessary for the preservation of life.

**Special Radio Messages.** This classification has priority over "Routine" radio messages and consists of:

* Immediate field broadcasts of descriptions of suspects and/or vehicles involved in crimes when the time element is important.
* Reporting fires.
* Requesting ambulances.
*Any other message requiring immediate attention.

A unit with a '"Special" message shall begin transmission by notifying the control operator that the unit has a "Special" message. The unit may precede the message with a request for a clear frequency for a "Special" message. When the concerned frequency is on "Stand By" for a "Special" message, only broadcasts regarding the "Special" message shall be transmitted, except an "Emergency" message or another "Special" message.

Note: Upon receiving a special message, the control operator shall immediately place the concerned frequencies on "Stand By," when necessary, and handle the messages in the order of their priority. The control operator shall immediately clear concerned frequencies when the special message is completed.

**130. (CONTINUED)**

**"Routine" Message Procedures.** A unit with a "Routine" message may broadcast only when the concerned frequency is clear. This classification consists of normal radio messages and has no priority.

**130.30 CLEAR FREQUENCY PROCEDURE.**

Before transmitting a lengthy message, such as a report of a major crime, a unit shall contact the control, request a clear frequency, and state the reason for the request.

Exception: When an officer desires a clear frequency to check a suspect for wants and/or warrants, he shall request "Code Ten."

The control operator, upon receipt of the request, shall advise all other units on the same frequency to "Stand By" and instruct the concerned unit to "Go Ahead." Upon completion of the message, the control operator shall announce to all units that the frequency is clear. Units advised to "Stand By" shall not attempt to transmit unless their message is of higher priority than the message being transmitted (4/130).

Note: A clear frequency shall not be requested in order to obtain a "Want" or a "DMV" on a vehicle.

## FIELD ACTIVITIES

### 201. NOTIFICATIONS TO INVESTIGATING OFFICERS, GENERAL.

**201.20 NOTIFICATION TO INVESTIGATING OFFICERS.**

**Officer's Responsibilities.** The senior officer at the scene shall immediately notify the watch commander of the Area of occurrence of the following:

* A homicide or suspected homicide;
* A crime of violence where the victim is likely to die;
* An extortion or extortion threat;
* A kidnapping;
* Any crime which has the potential for attracting major press coverage;
* Any crime where the facts indicate a connection to a Citywide problem; or,
* Any information regarding a crime, wanted person, or arrest which requires an immediate follow-up investigation.

Note: If possible, these notifications shall be made either by telephone or mobile digital terminal.

**201.20 (CONTINUED)**

**Watch Commander's Responsibilities.** When notified of any of the above, the watch commander shall assess the information and immediately make the appropriate notifications as follows:

* The commanding officer, RHD, when there is a kidnapping with the potential for serious bodily injury or death;
* The commanding officer of the concerned geographic detective division;
* The commanding officer of the division responsible for investigating the crime; or,
* Detective Headquarters Division when the concerned investigating division is closed.

**Detective Division Command Officer's Responsibilities.** The geographic detective division commanding officer, after consulting with the Area commanding officer, shall be responsible for contacting the appropriate specialized detective division commanding officer to discuss responsibility for the investigation of a crime when:

* The investigation may exceed the personnel resources or expertise available within the division;
* The crime may attract major press coverage; or,
* The circumstances indicate a connection to a major Citywide problem.

## 202. FIELD INTERROGATION.

### 202.05 FIELD INTERVIEWS.

When an officer questions a person in the field, he may record the details of that interview on a Field Interview Report, Form 15.43. Specific facts which tend to indicate criminal activity shall be indicated on the report.

A Field Interview Report shall be completed for all arrested persons.

Exception: When persons are arrested for plain drunk, begging, or a misdemeanor traffic warrant, a Field Interview Report need not be completed, unless there are indications of possible involvement in other criminal activities.

Note: Detailed birthplace information (to include city, county, state, and country) shall be recorded on the Form 15.43 Prior to booking all arrestees.

## 203. PRELIMINARY FIELD INVESTIGATION AND REPORTS.

### 203.05 CRIME SCENE LOG.

This form is used to record information regarding all persons entering or assigned to a major crime scene. The form will be initiated by the first unit at the scene and continued by the unit handling the call.

Upon completion, the form shall be given to the concerned investigating officer.

### 203.25 REPORTING INCIDENTS MOTIVATED BY HATRED OR PREJUDICE.

**Incidents Motivated by Hatred or Prejudice—Defined.** An incident motivated by hatred or prejudice is any malicious or offensive act directed against an individual or group based upon their race, religion, culture, disability, ethnic background, lifestyle, sexual orientation, and similar incidents against other groups that may be singled out for acts of hatred or prejudice. Incidents of this nature include criminal and non-criminal acts. Non-criminal acts include, but are not limited to, activity which would cause an individual, or members of such groups, to feel threatened or intimidated.

**Investigation by Field Units.** Field units assigned to calls or discovering incidents motivated by hatred or prejudice shall:

* Investigate the incident and take appropriate action;
* Telephonically notify the Administrative Information Unit, Detective Headquarters Division, of the incident; and,
* Complete a Preliminary Investigation Report (PIR) and/or Arrest Report on all incidents motivated by hatred or prejudice and write "Motivated by Hatred or Prejudice" in the MO portion of the report.

If the circumstances of an incident do not provide the corpus delicti of a specific crime, a short form PIR shall be completed and titled "Hatred Incident." In cases where there is no specific crime, do not list persons possibly responsible for the incident as suspects; such person shall be listed in the "Involved Persons" section of the PIR.

Note: A PIR shall be completed whenever an officer becomes aware of any incident, whether criminal or non-criminal, which meets the criteria of an incident motivated by hatred or prejudice.

**203.25 (CONTINUED)**
The unwillingness of the victim of an incident motivated by hatred or prejudice to sign a report, or the absence of a victim to the incident, does not exempt officers from the requirement to complete a PIR of the incident.

**Geographic Detective Division Responsibilities.** Upon receipt of a crime report involving an incident motivated by hatred or prejudice, the assigned detective shall complete a Follow-Up Investigation, Form 3.14, within ten working days of the date assigned reporting the results of the investigation. If the investigation reveals that the incident was not in fact motivated by hatred or prejudice, the assigned investigator shall complete a Form 3.14 and enter "NOT MOTIVATED BY HATRED OR PREJUDICE" on the first line in the narrative portion of the report.

Note: A Form 3.14 shall be completed on non-criminal incidents at the discretion of the Area commanding officer.

The detective supervisor approving the completed Form 3.14 shall ensure a copy is forwarded to the Area commanding officer and Criminal Conspiracy Section.

**Area Commanding Officer's Responsibilities.** All reports involving incidents motivated by hatred or prejudice within an Area shall be reviewed by the concerned Area commanding officer. The Area commanding officer shall:

* Evaluate the social impact on the community from each incident;
* Ensure that the appropriate follow-up investigations have been initiated and completed in a timely manner;
* Provide assurance to victims of incidents motivated by hatred or prejudice that the Department is actively pursuing the necessary investigation to remedy the situation; and,
* Review all follow-up investigations involving incidents motivated by hatred or prejudice.

**212. REQUESTING AIDE IN THE FIELD.**

**212.15 ASSISTANCE BY SCIENTIFIC INVESTIGATION DIVISION.**
The officers investigating the scene of a crime shall determine whether a specialist from Scientific Investigation Division shall be summoned to the scene (4/212.44).

**212.15 (CONTINUED)**
If a crime is such that latent or microscopic evidence, hazardous chemicals or dangerous explosives may be present, the assistance of the concerned specialist from Scientific Investigation Division shall be requested. Officers requesting a field investigation by a unit of Scientific Investigation Division shall make the request by telephone whenever possible. When necessary, and a telephone is not available, the request may be made by radio. In accordance with Section 4/201.30, when a telephonic notification should be made to an investigative unit and the unit is not available, the notification shall be made to Detective Headquarters Division.

Note: In all incidents requiring the handling of explosives, Administrative Information Unit, Detective Headquarters Division, shall be notified.

**212.20 RADIO REQUESTS FOR SCIENTIFIC INVESTIGATION DIVISION UNITS.**
When a radio request for Scientific Investigation Division units is made (4/212.15), it shall be made by obtaining a clear frequency and supplying the following applicable items of information:

* Unit making the request.
* Unit requested.
* Type of crime or incident to be investigated.
* Type of assistance required (lifting fingerprints, obtaining plaster casts, examining explosives, taking photographs, etc.).
* Location where service is requested.
* All other pertinent information.

The request shall be made by radio only when the situation demands immediate scientific investigation and a telephone is not available.

**212.40 RESPONSIBILITY FOR PROTECTING EVIDENCE.**
Officers requesting the assistance of a specialist from Scientific Investigation Division shall be responsible for the protection of evidence until relieved by the specialist.

**212.48 INVESTIGATIONS INVOLVING POISONS.**
When it is suspected that a major crime involves the use of poison, the Laboratory Section, Scientific Investigation Division, shall be notified immediately (4/201.30).

**212.54 PHOTOGRAPHS.**
Requests for photographic services, other than traffic, training, public relations activity, or fingerprints, shall be directed to the Photographic Section, Scientific Investigation Division (4/201.30).

## 216. TAKING PERSONS INTO CUSTODY.

### 216.52 WEARING OF BODY ARMOR DURING TACTICAL OPERATIONS AND WARRANT SERVICE.

The officer in charge of any police operation listed below shall ensure that all officers involved in the actual field operation wear body armor:

* Any pre-planned tactical operation at a location where officers have reason to believe an individual(s) may use a firearm to resist.
* Serving a search warrant at a location where officers have reason to believe a felony suspect(s) may be present.
* Serving a felony arrest warrant on a suspect not in custody.

Based on tactical considerations, the officer in charge shall specify which officers shall wear concealable body armor and which officers, if any, shall wear external bulletproof vests (4/212.51).

## 217. CUSTODY OF UNBOOKED PRISONERS.

### 217.05 SEARCHES OF SUSPECTS AND ARRESTEES.

**Cursory Searches.** When an immediate cursory search for weapons is necessary, it may be conducted by an officer of either sex.

**Searches of Arrestees.**

* When the rules of search and seizure permit, an arrestee shall be thoroughly searched as soon as practicable. Such searches shall be conducted by an employee of the arrestee's sex. However, an immediate search may be conducted in the field by an officer of either sex when necessitated by specific circumstances, such as a reasonable belief that:
*The arrestee is armed with a weapon.
*A delay could result in the destruction or loss of evidence.
* Personal property shall not be taken from arrestees in the field.

Exceptions: Evidence, items which could be used as weapons, and items which could contain weapons shall be taken from the arrestee.

### 217.20 NON-PROHIBITED DRUGS RECOVERED FROM ARRESTEES.

An officer who recovers non-prohibited drugs from an arrestee's possession shall:

* Deliver the drugs to the booking clerk separate from the arrestee's property.
* Inform the booking clerk that the drugs

have been verified as non-prohibited.

**217.20 (CONTINUED)**

Note: When an arrestee is booked at Sybil Brand Institute, non-prohibited drugs shall be placed in an envelope and returned to the arrestee's personal property. The envelope shall be signed by the officer and shall include a description of the contents.

**217.30 USE OF HANDCUFFS.**

The primary purpose in handcuffing an arrestee is to maintain control of the arrestee and to minimize the possibility of escalating the situation to a point that would necessitate more drastic means of restraint.

Felon arrestees shall normally be handcuffed; however, there may be circumstances which would make the handcuffing of an arrestee inappropriate. Such circumstances can best be perceived by the involved officer. Therefore, any decision to not handcuff an arrestee must be based on available facts. Factors involved in making this decision include, but are not limited to:

* The possibility of the arrestee's escaping.
* The possibility of escalating the incident.
* Potential threat to officers and other persons.
* Knowledge of the arrestee's previous encounters with law enforcement.

An officer shall constantly monitor the actions of an unhandcuffed arrestee. If the officer believes it is necessary, he may, at any time, handcuff the arrestee.

**217.32 HANDCUFFING OF MISDEMEANOR PRISONERS.**

Handcuffing of misdemeanor prisoners is discretionary.

Exception: (4/217.34).

**217.34 HANDCUFFING OF BELLIGERENT ARRESTEES.**

If an arrestee gives any indication that he might become belligerent, his hands shall be handcuffed behind him.

**220. VEHICLE REPORTING PROCEDURES.**

**220.10 VEHICLE INVESTIGATION DETERMINATION.**

A Vehicle Investigation, Form 3.7, shall be completed to report the following when stolen, lost, recovered, found, or impounded:

* Motor vehicles (all types).
* Motorcycles, motor-driven cycles, mopeds, mini-bikes, go-carts, and motor scooters.

**220.10 (CONTINUED)**

* Off-highway vehicles, including construction equipment, dune buggies, and racing vehicles.
* Trailers (all types).
* Separate vehicle motors.
* Separate vehicle transmissions.
* Campers.
* Aircraft (all types).
* Boats.
* Separate boat engines.
* Separate boat transmissions.

In addition a Vehicle Investigation shall be used as an order to release a vehicle impounded with a hold, and as a Garage Report of Release or Sale of an impounded vehicle.

**220.15 LOST OR STOLEN VEHICLE—LICENSE OR IDENTIFICATION NUMBER UNKNOWN.**

When the license or identification number of a stolen or lost vehicle is unknown, the reporting officer shall complete the report, except for the missing numbers; obtain the reporting person's signature; notify the Vehicle Processing Unit (VPU), Records and Identification Division; and obtain a DR number.

**Vehicles Registered in California.** The Vehicle Processing Unit shall send a teletype to DMV, Sacramento, requesting the missing numbers and directing that the reply be sent to the Vehicle Processing Unit and the concerned division record unit.

The concerned division record unit shall complete and distribute the report when the missing information is received from DMV.

**Vehicle Registered Outside California.** When the stolen or lost vehicle is registered outside California, the reporting person shall be requested to obtain the unknown numbers and forward that information to the concerned investigating officers. Also, the Area record unit processing the report shall send a teletype inquiry to the DMV in the registering state requesting registration information. Upon receipt of the return teletype, the information shall be forwarded to the concerned investigating officers and VPU (5/3.7-22).

**220.25 REPORT OF SINGLE LOST OR STOLEN LICENSE PLATES.**

When a single lost or stolen license plate is reported missing, the reporting person shall be advised to immediately remove the remaining license plate from the vehicle, and to surrender it to the Department of Motor Vehicles when replacement plates are obtained.

**220.25 (CONTINUED)**
Note: The reporting employee shall enter the name of the person advised to remove the plate from the vehicle in the narrative of the report.

**220.26 ADVISING PERSON AS TO METHOD OF REPLACEMENT REGARDING LOST OR STOLEN LICENSE PLATES.**
Person making reports of lost license plates and inquiring as to the method of replacing them shall be referred to the Department of Motor Vehicles (for release of found license plates, see 4/555.70).

**220.43 VEHICLE INVESTIGATION—NOTIFICATION REQUIRED.**
An officer conducting a preliminary investigation of a stolen or recovered truck of five-ton capacity or larger, a commercial trailer, a tractor cab, or a bulldozer shall immediately telephone all available information to Burglary-Auto Theft Division (BAD). When BAD personnel are not available, such notification shall be given to Detective Headquarters Division.

**220.50 VEHICLE TAKEN IN A CRIME.**
Whenever a vehicle is taken in the commission of a crime a Vehicle "Stolen" Investigation, Form 3.7, shall be completed in addition to the appropriate crime report.

Exception: When an officer conducting a preliminary investigation determines that a vehicle has been obtained by use of a worthless document, he shall:

* Complete only a Worthless Document Report, Form 3.6, and include all pertinent vehicle information in the body of the report.
* Obtain a DR number for the Worthless Document Report.

Note: The vehicle information shall not be entered into the Stolen Vehicle System by the officer conducting the preliminary investigation.

The concerned investigating officer shall determine whether a Vehicle Investigation, Form 3.7, is appropriate. If so, he shall:

* Complete a Vehicle Investigation, using the worthless document DR number.
* Notify the Vehicle Information Processing Unit, Records and Identification Division.

**220.55 STOLEN VEHICLE USED IN THE COMMISSION OF A CRIME.**
When it is determined that a stolen vehicle used in a crime has not been reported as stolen, a Vehicle "Stolen" Investigation, Form 3.7, shall be completed in addition to the appropriate crime report.

**220.85 PLACING HOLD ON IMPOUNDED VEHICLE.**
When circumstances require that a vehicle be held for investigation, the impounding employee shall:

* Caution the tow truck operator if there is danger of destroying evidence.
* Place a hold for the appropriate investigative unit by entering information in the proper space on the Vehicle Investigation, Form 3.7.

Note: Do not hold for Burglary Auto-Theft Division unless specifically requested. Hold for Area detectives.

* In the "Not Available for Release" space of the Vehicle Impound Notice, Form 15.23, indicate the responsible investigative unit, and the anticipated date of release. (Normally two business days.)
* If practicable, telephonically notify the responsible investigative unit of the hold. If telephonic notification cannot be made at the time of impound, that fact shall be recorded on the Vehicle Investigation, and the Area Vehicle Control Clerk shall make such notification during the next business day.
* If a vehicle wanted for investigation cannot be impounded under authority of the Vehicle Code, contact the investigating officer of the concerned unit for advice.

**221. FIELD RELEASING VEHICLES.**

**221.10 RELEASING RECOVERED STOLEN VEHICLES.**
When feasible, a recovered stolen vehicle which does not require a hold shall be released to the owner (or the owner's agent) without impounding.

**Determining Feasibility.** Officers who recover a vehicle which appears to be available for field release shall immediately contact a supervisor. The supervisor shall determine the feasibility of making a field release based on the following factors:

* The practicability of immediately contacting the owner (e.g., availability of owner's telephone number; local dialing area), AND
* The time required for the owner to arrive at the recovery location, AND

**221.10 (CONTINUED)**
* The owner's willingness to receive the vehicle, AND
* The current unit call load and need for police service.

**Signature on Recovery Report.** After verification of identity, the employee shall obtain the signature of the person receiving the vehicle in the "Person Reporting" box on the Recovery Report.

**Victim's Report Memo.** The person receiving the vehicle shall be given a completed Victim's Report Memo, Form 3.17, and shall be advised of the necessity for caution if stopped by a police unit.

**Recovered Vehicle Broadcast.** The employee shall immediately notify Communications Division of the release of the vehicle. The operator shall, without delay, broadcast a cancellation of the want on the vehicle.

**Notification to Vehicle Processing Unit.** The employee shall telephonically notify the Vehicle Processing Unit of the recovery as soon as practicable.

**Latent Prints.** When there is information or evidence regarding a possible suspect, consideration must be given to the desirability of attempting to lift fingerprints prior to releasing the vehicle.

**Special Instruction.** Recovering employee shall not leave the vehicle unattended except under unusual or emergency conditions. To preclude removal of the vehicle during the employee's unanticipated absence, upon initial contact the owner shall be instructed not to remove the vehicle if the employee is not at the scene.

## 222. IMPOUNDING VEHICLES.

### 222.10 RESPONSIBILITY FOR ARRESTEE'S VEHICLE.

Arresting officers shall be responsible for the reasonable care of a vehicle in the immediate physical possession of the arrestee.

Note: Outside agency officers shall care for the arrestee's vehicle when they are responsible for completing the investigation.

### 222.35 ABANDONED VEHICLES.

All requests for the removal of abandoned vehicles shall be forwarded to the Department of Transportation.

**222.50 NOTIFICATION TO OWNER OF IMPOUNDED VEHICLE.**

**Obtaining Information.** Owner information is available through SVS, Department records, or records in the vehicle. If complete owner information is unavailable from these sources, the impounding employee shall cause a teletype request to be sent to the Department of Motor Vehicles, Sacramento, or, for a vehicle registered out of state, a teletype request through the National Law Enforcement Telecommunications System.

Upon receipt of the return teletype, the supervisor approving the Vehicle Investigation shall ensure that the information is entered and that any appropriate notices are mailed. If the return teletype is not received by the end of the business day following the impound, the report shall be forwarded to the Area Vehicle Control Clerk who shall obtain the information, complete the report processing, and make appropriate notifications.

**Notification by Mail.** Notification by mail shall be accomplished as follows:

* Abandoned Vehicles—$200 or Less. If an abandoned vehicle is appraised at two hundred dollars or less, the impounding employee shall cause a Notice of Stored Impounded Vehicle, Form 15.23, and all required notifications related to post-storage vehicle impound hearings (4/226.15) to be mailed to the present, legal, and registered owners. Other Impounded Vehicles. The impounding employee shall cause a Notice of Impounded Vehicle, Form 15.23, and all required notifications related to post-storage vehicle impound hearings (4/226.15) to be sent to the present, registered, and legal owners and, if the vehicle was reported stolen, the person reporting.

Note: When a vehicle is impounded as a result of the driver's arrest, "22651 (h) V.C.," (NOT "driver arrested") shall be entered as the reason for impound. (See also Conveyances Subject to Seizure, section 4/222.70)

* Telephonic Notifications.

* No Hold. When no hold is placed on the vehicle, the present owner, in addition to being notified by mail, shall, when practicable within the local or ATSS dialing area, be notified telephonically by the impounding employee. Such notification, or the reason for not notifying, shall be documented on the bottom line of the "Narrative" section of the Vehicle Investigation.

**222.50 (CONTINUED)**
*Holds. When a hold is placed on an impounded vehicle, the impounding employee shall not telephonically notify the owner or reporting party. (In these instances, telephonic notification is the responsibility of the Area Vehicle Control Clerk.)

**222.55 FINGERPRINTS ON IMPOUNDED VEHICLE.**
When a vehicle is held for prints (4/220.85), the impounding officer shall:

* Notify by telephone the Latent Print Section, Scientific Investigation Division, or the Valley Section, Scientific Investigation Division, if the vehicle was impounded in a Valley Area.
* Place in the Vehicle Investigation, Form 3.7, the name, serial number, and division of assignment of the person notified that the vehicle is held for prints.

**222.60 PROPERTY IN A VEHICLE TO BE IMPOUNDED OR LEFT PARKED.**
When a vehicle is impounded or left legally parked at the scene of a police investigation, the following items shall be removed and booked in accordance with established procedures:

* All property of evidential value, whether in plain sight or found as a result of a legal search.
* Property in plain sight that is estimated by the employee to have a market value of more than $50 per item or a total value of more than $100 when these items cannot be locked in the driver's compartment, glove box, or trunk.
* Any items of evidential value in the trunk or glove box of the vehicle that come into the sight of employees securing property from the driver's compartment.
* All moneys found, whether in plain sight or as a result of a legal search.
* Any item declared to be of value by the person in apparent lawful control of the vehicle if the person insists.

All property, whether in plain sight or found as a result of a legal search, which is left in an impounded vehicle shall be listed on the Vehicle Investigation, Form 3.7.

When probable cause does not exist for a legal search, the items preprinted on the Vehicle Investigation (e.g., battery, spare tire) that are not in plain sight shall be so indicated on the form.

**222.60 (CONTINUED)**
Los Angeles Department of Transportation employees shall be permitted to book property removed from impounded vehicles into the Department's property system under the following condition:

* Property in plain sight that is estimated by the employee to have a market value of more than $50 per item or to have a total value of more than $100; and,
* The items cannot be secured in the driver's compartment, glove box, or trunk.

The LADOT employee shall be responsible for the completion of the property report and the proper packaging of the item(s) to be booked.

Note: Items deemed to be of evidentiary value shall be booked by a sworn employee.

**222.61 IMPOUNDED VEHICLE REPORT—CRIME REPORT INFORMATION.**
The impounding employee shall not complete items relative to witnesses, suspects, arrestees, and narrative (other than impound remarks) until the garage copies have been detached.

**222.65 KEYS AND REGISTRATION CERTIFICATE IN AN IMPOUNDED VEHICLE.**
Neither the ignition keys nor the registration certificate shall be removed from an impounded vehicle unless they are to be booked as evidence.

**238. DEAD BODIES.**

**238.10 DETERMINING DEATH.**
Except when a person is obviously dead, it shall be the responsibility of the emergency ambulance crew to determine if death has occurred.

**238.20 AMBULANCE REQUESTED AT SCENE OF APPARENT DEATH.**
An ambulance shall be requested at the scene of an apparent death when:

* There is no doctor in attendance.
* There is a possibility, even if remote, that the person may be alive.

If death has occurred, a Rescue Report, Form F660, shall be obtained from the ambulance crew and attached to the Death Report, Form 3.11.

**238.23 DEAD BODIES EXPOSED TO PUBLIC VIEW.**
When a dead body which does not come within the jurisdiction of the Coroner (4/238.46) is exposed to

**238.23 (CONTINUED)**
public view, an ambulance shall be requested. The body shall be released as directed by the investigating officers.

When a dead body which comes within the jurisdiction of the Coroner (4/238.46) is exposed to public view, the investigating officers shall notify the senior Coroner's investigator as soon as practicable. The investigating officers shall be guided by the instructions of the Coroner's representative dispatched to the scene.

When a supervisor at the scene of a death determines that a dead body exposed to public view would probably create an adverse incident, he shall notify the senior coroner's investigator, who will arrange to have the body removed immediately by ambulance. The instructions of the Coroner shall be given to the ambulance crew.

**238.26 TRANSPORTATION OF DEAD BODIES.**
A dead body which comes under the jurisdiction of the Coroner (4/238.46) shall not be removed to a funeral establishment except on instructions of a deputy coroner.

**238.30 SEARCHING DEAD BODIES.**
The officer in charge at the scene of a dead body shall prevent any person, other than a deputy coroner, from searching the body. Whenever possible, a witness, preferably a relative of the deceased or a member of the household, shall be requested to remain at the scene with the officer. The name and address of this person, and a statement verifying his presence, shall be included in the Death Report, Form 3.11. Whenever personal effects and possessions of the deceased are taken by the deputy coroner, a receipt shall be obtained (4/238.48). This receipt shall be attached to the Death Report.

**238.40 NOTIFICATION TO INVESTIGATING OFFICERS OF DEATH.**
Officers assigned a dead body call shall telephone, without delay, the concerned geographic investigating officers and notify them of the circumstances. They shall be informed if there is any indication that a death might be suicide or homicide. Detective Headquarters Division shall be notified of the circumstances if the concerned investigating officers are not available. Officers shall abide by instructions of the investigating officers.

**238.43 NOTIFICATION TO RELATIVES OF DECEASED PERSON.**
Whenever practicable, notification to the next of kin of the deceased person shall be made by the investigating officers in person. If the next of kin lives in another area, a police unit of that area shall be requested to make the personal notification. If the relatives live outside the City, the Coroner shall be requested to make the notification.

**238.46 NOTIFICATION TO CORONER.**
It shall be the responsibility of the investigating officers to notify the Coroner of all deaths occurring: (1)

* When the deceased died while under arrest, while being temporarily detained or while under the care or control of an officer of the Department.
* When the deceased has not been attended by a physician within twenty days preceding death.
* When the deceased committed suicide.
* When the attending physician is unable to state the cause of death.
* When the deceased died as the result of an accident.
* When there is any suspicion that the death resulted from the use of narcotics.
* Under such circumstances as to afford a reasonable ground to suspect that death was caused by the criminal act of another.

[(1)Health and Safety Code Section 10250.]

**238.48 PROPERTY TO CORONER.**
An officer at the scene of a death requiring a Death Report, Form 3.11 (5/3.11), shall obtain an itemized receipt form the Coroner's deputy for all property, including the contents of wallets and purses, removed from the scene by such deputy. The receipt shall be stapled to the original of the Death Report.

**Suicide Notes.** Original suicide notes shall accompany the body to a Coroner's mortuary. Portions of suicide notes pertaining to the suicidal act shall be quoted in the Death Report when practicable. When a copy of the original suicide note is desired by investigating officers, a photocopy may be obtained from the Coroner's Office. When the original note is needed for crime laboratory study, it shall be obtained from the Coroner's Office by a member of Scientific Investigation Division.

**238.48 (CONTINUED)**
**Poisons and Drugs.** All poisons, drugs, and their containers suspected of being connected with a suicide shall accompany the body to the Coroner.

**Firearms.** All firearms suspected of being suicide weapons shall be booked as evidence to provide the opportunity to test such firearms. Such weapons shall be released to the Coroner's property office (4/560.40).

**238.60 UNIDENTIFIED DEAD BODIES.**
When the identity of a dead body is unknown, the reporting officer shall obtain the "John Doe" or "Jane Doe" number from the Coroner's deputy at the scene. Pending identification, the number shall be used in lieu of the decedent's name.

**238.83. HOMICIDE.**
The first officer to arrive at the scene of a homicide shall immediately isolate the vicinity where the crime was committed, or the body was found. It shall be his responsibility to see that no one be permitted to approach the scene until investigating officers arrive and take charge of the case. Upon arrival, the investigating officers shall be in charge of the investigation. Officers assigned to any duty at the scene shall remain until they are relieved by the investigating officers.

**245. EMPLOYEE-INVOLVED USE OF FORCE INCIDENTS.**

**245.05 REPORTABLE USE OF FORCE INCIDENT—DEFINED.**
A reportable use of force incident is defined as an incident in which any on-duty Department employee, or off-duty employee whose occupation as a Department employee is a factor, uses a non-lethal control device or any physical force to :

* Compel a person to comply with the employee's directions; or,
* Overcome resistance by a suspect during an arrest or a detention; or,
* Defend any person from an aggressive action by a suspect.

Exceptions: The following incidents are not reportable under the provisions of this Section:

* The use of a firm grip control only, which does not result in an injury; or,
* That force necessary to overcome passive resistance due to physical disability or intoxication which does not result in an injury; e.g., the use of a wrist lock to assist an intoxicated person to a standing position; or,

**245.05 (CONTINUED)**
* An incident investigated by the Officer-Involved Shooting Section, Robbery-Homicide Division.

**245.10 REPORTING USE OF FORCE INCIDENTS.**
An employee who becomes involved in a reportable use of force incident or discharges a TASER or a chemical irritant control device for any reason other than an approved training exercise shall:

* Complete a Use of Force Report, Form 1.67.2;
* Report the full details of the use of force incident in the related Department arrest or crime report;
* Use an Employee's Report, Form 15.7, to report the full details of the use of force incident when a crime or arrest report is not required;
* Ensure that each page of all copies of the related report has the words USE OF FORCE in the left margin.

Off-duty employees who become involved in a reportable use of force incident shall notify their supervisor or watch commander without unnecessary delay. Notification shall be made to the Watch Commander, Detective Headquarters Division, when the employee's location of assignment is closed.

Note: Off-duty employees completing use of force related reports shall submit a copy to their supervisor no later than their next regularly scheduled tour of duty.

**275. PIN MAPS.**

**275.10 CRIME PIN MAPS.**
Those divisions or units maintaining crime pin maps shall post such maps with the following designated pins:

**DIVISIONAL PIN MAPS**

| Crime | Pin Color | Plain | With Bar | With Dot |
|---|---|---|---|---|
| Burglary | Red | Day | Night | A.M. |
| Robbery | Green | " | " | " |
| Rape and Assault | Black | " | " | " |
| Theft from Auto | Yellow | " | " | " |
| Auto Theft | Orange | " | " | " |
| Purse Snatching | Chocolate | " | " | " |
| Recovered Auto | White | " | " | " |
| Burglary from Auto | Blue | " | " | " |

**WATCH PIN MAPS**

| Crime | Pin |
|---|---|
| Residence Burglary | Plain Red |
| Business Burglary | Red With Bar |
| Gas Station Burglary | Red With Dot |
| Street Robbery | PlainGreen |
| Business Robbery | Green With Bar |
| All Other Robberies | Green With Dot |
| Rape | Plain Black |
| Assaults | Black With Bar |
| Theft from Auto | PlainYellow |

**275.10 (CONTINUED)**

| | |
|---|---|
| Theft from Business | Yellow With Bar |
| Other Thefts | Yellow WithDot |
| Auto Theft (Street) | Plain Orange |
| Auto Theft (Parking Lot) | Orange With Bar |
| Auto Theft (Other) | Orange With Dot |
| Purse Snatching | Plain Chocolate |
| Recovered Auto | Plain White |
| Burglary from Auto | Plain Blue |

**279. SHOTGUNS IN POLICE VEHICLES.**

A loaded Department shotgun carried in a police vehicle shall contain four rounds of ammunition in the magazine, shall be cocked, and the safety shall be in the "ON" position.

A shotgun shall not be carried in a police vehicle with a round of ammunition in the chamber.

## BOOKING, CUSTODY, AND DISPOSITION OF PROPERTY

**505. PROPERTY CLASSIFICATIONS.**

**505.10 CLASSIFICATIONS OF PROPERTY.**

Items entered into the Department property system shall be classified as follows:

* Evidence—items which are or may be related to a crime, or which may either implicate or exonerate a person.
* Excess Personal Property—non-evidentiary personal property of an arrestee which cannot be packaged in a prisoner's property package or purse.
* Non-evidence—property other than evidence or excess personal property.

**505.15 CLASSIFICATIONS OF ANALYZED EVIDENCE.**

Evidence booked into the Department's property system shall be classified as follows:

* Analyzed Evidence-Shelf Storage—evidence, other than narcotics, that does not require cold storage.
* Analyzed Evidence-To Be Refrigerated—whole blood, urine, saliva, etc.
* Analyzed Evidence-To Be Frozen—biological evidence (dried blood/semen, swabs/slides/aspirates, etc.).
* Analyzed Evidence—narcotics.

**505.20 RECLASSIFICATION OF NON-EVIDENCE.**

Non-evidence may be reclassified to evidence by completion of a Follow-up Report, Form 3.14.

Note: Additional property may not be booked on a Follow-up Report, Form 3.14.

## 510. BOOKING PROCEDURE.

### 510.10 BOOKING EVIDENCE AND NON-EVIDENCE—GENERAL.

The employee seizing or taking custody of evidence shall ensure it is properly booked without unnecessary delay.

All property which is to be booked shall be inventoried and listed on the Property Report, Form 10.1. The employee seizing or taking custody of a closed container shall open the container prior to booking and conduct an inventory search if its contents cannot be determined from examining its exterior. Evidence may only be booked by a sworn employee, a Police Service Representative in the course of his official duties or a civilian employee conducting specialized investigative work. Responsibility for booking evidence may be assumed by the detective or the civilian investigative specialist at the scene.

Employees shall book only the quantities of evidence necessary for case prosecution. In instances when the rightful ownership of property can be readily determined, and case prosecution will not be jeopardized, the property shall be returned to the owner. When appropriate, employees shall utilize photographs in lieu of actual evidence.

Note: If there is a question as to whether or not photographs will suffice in lieu of actual evidence items, the booking employee should seek the advice of a supervisor or the concerned detective.

Non-evidence shall not be booked into a Department storage facility unless circumstances necessitate booking of the property.

The employee seizing or taking custody of property shall issue a Receipt for Property Taken into Custody, Form 10.10 (duplicate copy), to the person relieved of the property (4/645.20 and 5/10.10). The original of the Form 10.10 shall be included as a page of the original Property Report, Form 10.1; Notice to Appear/Release From Custody Report, Form 5.2.8; or Arrest Report, Form 5.2, when evidence to be booked is listed.

Evidence and non-evidence shall not be stored in the personal possession of any employee, except certain forgery-related evidence (4/570.20).

**510.10 (CONTINUED)**
One copy of the Property Report, Form 10.1, or Notice to Appear/Release, Form 5.2.8; or Arrest face sheet, Form 5.2, shall accompany the property when booked.

Exception: Two copies shall accompany narcotics or firearm bookings, or blood or urine bookings within Operations-Valley Bureau.

It is not necessary to issue the Form 10.10 for blood and urine samples or biological smear specimens taken from an arrestee or the victim of a crime, nor is it necessary to include these items on a Form 10.10 used to list other property taken from an arrestee or victim.

When the finding of non-evidence is reported and the finder refuses to relinquish custody of the property to the Department, the interviewing employee shall complete a Property Report, Form 10.1, and make a notation on the report that the property is in the possession of the finder.
Note: The assigned detectives (4/790.) shall ensure that the finder has complied with laws governing found property (Civil Code 1020.1, 2080.3; Penal Code 177 and 485).

The employee booking property shall, if circumstances permit, check identifiable property against the Automated Property System and provide information regarding any reported stolen property in the reports. The booking employee shall notify each detective division handling a case involving the booked property by completing the "Extra Copy To" portion of the reports to ensure notification and report distribution to each detective division.

Investigative officers within the booking employee's Area should confer with any other entity handling a case involving the booked property to determine responsibility for disposition of the property.

Note: Booking employees shall continue to check all firearms against the Automated Firearms System (4/540.30) and attach a copy of the printout to the appropriate report.

**510.12 BOOKING ANALYZED EVIDENCE—GENERAL.**
An employee receiving evidence requiring analysis shall:

* Record appropriate information on all required envelopes or tags;

**510.12 (CONTINUED)**

* Place the evidence in the correct classification of Laboratory and Analyzed Evidence Envelope, or tag correctly;
* When applicable, enclose a completed Sexual Assault Evidence-Instructions To Examining Physician, Form 12.52, in one of the Analyzed Evidence Envelopes;
* Seal the Analyzed Evidence Envelope with a completed Analyzed Evidence Seal on both flaps of the required evidence envelope; and,
* Book the evidence within the Department property system (4/513.30).

Note: Analyzed evidence requiring freezer storage shall be booked at Central Property Division no later than six (6) hours after it is obtained.

## 525. PRESERVING PROPERTY.

### 525.10 PRESERVING PROPERTY—GENERAL.

All property shall be protected from contamination, alteration, destruction, and damage. Employees taking custody of property which they do not know how to preserve shall obtain assistance from Scientific Investigation Division.

## FOLLOW-UP INVESTIGATION

### 702. DETECTIVE'S CASE ENVELOPE—FELONY ARRESTEES.

The assigned investigator shall ensure that:

* A separate Detective's Case Envelope, Form 15.15, is utilized for each adult felony arrestee.

Exceptions: Investigations requiring use of a case package larger than the 15.15, or a Murder Book (4/710.30).

* A copy of all related reports is filed in the package.
* Applicable information is entered on the face of the envelope as it becomes available.
* The completed case package is submitted to a supervisor for approval as soon as practicable after the Investigator's Final Report, Form 5.10, is approved and returned to the investigator.

After Approval, completed case packages are to be filed as directed by the division commanding officer.

**709. DEATHS.**

**709.10 DEATH INVESTIGATION—FOLLOW-UP PROCEDURES.**

**Natural, Accidental, and Suicide Deaths.** Death investigations which reflect a supported classification of "natural," "accidental," or "suicide" shall not routinely require a Follow-up Report, Form 3.14.

Exception: A Follow-up Report shall be completed as soon as practical when:

* The facts articulated in the initial Death Investigation Report, Form 3.11, do not support the classification; OR,
* Subsequent information significantly alters the original classification; OR,
* The postmortem examination contradicts the classification and cause of death reported on the Death Investigation Report.

**Traffic Related Deaths.** When a death results from a traffic collision, the investigating officer shall complete a Traffic Collision Status Report, Form 4.16, within 60 days following the initial Death investigation Report. The report shall indicate:

* The postmortem examination results, and final classification of death; OR,
* That the investigation is continuing and the reason for its continuance.

**Undetermined Deaths.** The detective responsible for the follow-up investigation of a death classified as "undetermined" shall, as soon as possible but no later than 60 day after the initial Death Investigation Report, complete a Follow-up Report indicating:

* The postmortem examination results, and the final classification and cause of death; OR,
* That the postmortem examination is continuing and a statement as to why the examination and/or the investigation has not been concluded.

Note: When the postmortem examination results cannot be obtained, the detective shall complete an additional Follow-up Report during each subsequent 90 day period, until the final classification or cause of death can be established. If either the classification or cause of death cannot be determined, the detective shall complete a Follow-up Report indicating the available results and the reason why a final determination by the Coroner is not possible.

## 710. HOMICIDES.

### 710.10 TELEPHONIC NOTIFICATIONS.

A telephonic notification reporting the occurrence of a homicide shall be made by the homicide investigating officer as soon as practical after his preliminary investigation to the concerned operations bureau office and the Administrative Information Unit, Detective Headquarters Division. The following information shall be included:

* Name of victim.
* Date and time of occurrence.
* Location of occurrence.
* Suspect in custody/outstanding.
* Cause of death.
* Motive for homicide (if known).
* Area of occurrence.
* Potential for additional problems.
* Name of reporting officer.

### 710.20 HOMICIDE STATUS REPORTS.

**Unsolved Homicides.** A progress report on an unsolved homicide shall be submitted by detectives to their commanding officer, within 60 days of case assignment. The report is in lieu of a Follow-up Report, Form 3.14. It shall be on plain white paper and distributed as follows:

* Original and addenda to the assigned detective.
* One copy to the detective supervisor.
* One copy and addenda to the concerned operations bureau.
* One copy to Robbery-Homicide Division.

A follow-up report shall be completed:

* As soon as possible, when additional information consists of new evidence affecting the cause of death or when the status of the Death Investigation Report, Form 3.11, is changed.
* When any significant subsequent information is reported during the unsolved status of the homicide after an initial homicide progress report has been submitted.
* At the end of six months and at the end of one year from the date of the crime on all unsolved homicides.
* After the first year as additional information becomes available.

**Solved Homicides.** When a homicide case is solved, the investigating officer shall submit a Follow-up Report, Form 3.14, containing the following information:

**710.20 (CONTINUED)**

* Synopsis of the occurrence (who, what, when, where, how).
* Suspect(s)—Defendant(s).
* Investigative information positively identifying the suspect(s).
* M.O. used by the suspect(s).
*Criminal charges filed and/or warrant information.
*Postmortem examination information—cause of death.

**Crimes or Incidents Reclassified as Criminal Homicides.** When a reported crime or incident is reclassified as a criminal homicide, the assigned detective shall:* Complete a Preliminary Investigation Report (PIR), Form 3.1, for "Murder" when the incident was originally reported on a Death Investigation Report, Form 3.11; Injury Report, Form 3.15; or Missing Person Investigation Report, Form 3.16; OR,

* Submit a Follow-up Report, Form 3.14, reclassifying the original PIR to "Murder" along with the fact sheet of the original PIR; AND,* Prepare a Death Investigation Report, if not previously completed.
* If the original report was a Death Investigation Report, the classification shall be changed to "homicide."
All reports shall contain the DR number of the original crime or incident.

Exception: If the original crime has been cleared before the death of the victim occurs, or if the death occurred in a calendar year other than that in which the original report was completed, the subsequent Death Investigation Report, Follow-up Report, and/or Preliminary Investigation Report shall be assigned a new DR number.

**710.30 MURDER BOOK.**
Murder Books shall be used exclusively for homicide investigations.

The Forms 3.11.1 through 3.11.7 (5/3.11.1) are to be maintained in the Murder Book when used in a homicide investigation. When the forms are used in other than a homicide investigation, they are to be maintained in the appropriate case folder.

**712. MISSING/FOUND PERSONS.**

**712.10 MISSING/FOUND PERSONS.**
**Employee—Responsibilities.** When any person, resident or non-resident of Los Angeles, is reported missing, the employee conducting the preliminary investigation shall:

**712.10 (CONTINUED)**
* Request advice from the Missing Persons Detail, Detective Headquarters Division;
* Complete a Missing/Found Persons Investigation, Form 3.16, without delay; and

Note: Parental abductions shall be accepted as missing persons cases.

* Provide the person reporting a Department of Justice (DOJ) Dental/Skeletal Release Form, SS-8567; or in the case of a missing juvenile, a DOJ Dental/Skeletal Photograph and Description Release Form (reverse side of SS-8567); and comply with procedures A-C.

Note: The California Penal Code requires law enforcement agencies to take missing persons reports (Form 3.16) telephonically. However, this should not be done routinely. The reporting person should be requested to make the report at the nearest law enforcement facility unless the reporting person is unable, i.e., disabled.

Exception: With the approval of the Area Juvenile Coordinator, a missing persons report may be taken telephonically when it involves a chronic juvenile runaway or extenuating circumstances are present which would create a severe hardship for the parent or guardian attempting to complete the report.

When the Area Juvenile Coordinator is unavailable, approval for completion of the telephonic report shall be obtained from the concerned Juvenile Coordinator's immediate supervisor.

When neither the Area Juvenile Coordinator nor the immediate supervisor is available, approval to complete the telephonic report shall be obtained from the concerned Area patrol division watch commander.

The Missing/Found Person Telephone Report, Form 3.16.2, shall only be used by investigative personnel as an interim report while the Missing/Found Persons Investigation, Form 3.16, is being processed.

**Resident of Los Angeles.** If the missing person (juvenile or adult) is a City of Los Angeles resident and was last seen outside the City, the employee completing the Missing/Found Persons Investigation, Form 3.16, shall immediately notify the outside agency having jurisdiction of the location where the person was last seen and record the name of the person and agency notified in the narrative portion of the report.

Notwithstanding other provisions set forth in this Order, the employee entering any missing person information into NCIC shall record the NCIC nine digit entry verification number in the "NCIC #" box on the revised Form 3.16.

**Non-Resident of Los Angeles.** When any non-resident of the City of Los Angeles is reported missing, the employee conducting the preliminary investigation shall complete a Missing/Found Persons Investigation, Form 3.16, without delay and immediately notify and forward a copy of the report to the outside agency having jurisdiction over the person's residence address and, if applicable, the jurisdiction where the missing person was last seen. The employee shall record the name of each person and agency notified in the narrative portion of the report.

**712.30 FOUND/UNIDENTIFIED PERSONS.**

**Employee—Responsibilities.** Any Department employee receiving information concerning a found/unidentified person who cannot be reunited with family or friends during the preliminary investigation, shall:

* Request advice from the Missing Persons Detail, Detective Headquarters Division;
* Complete a Found/Missing Persons Investigation, Form 3.16; and
* Ensure that the disposition of the individual is noted in the narrative of the report.

**Investigating Officer—Responsibilities.** An officer receiving a Found/Unidentified Persons Report shall, in addition to established Procedures, ensure that the appropriate information is entered into the Unidentified Person File, NCIC.

Note: NCIC routinely completes a cross-search between the Unidentified Persons File and the Missing Persons File in an effort to locate missing persons.

**733. INFORMANTS.**

**733.10 INFORMANTS—OFFICERS' RESPONSIBILITY.** All officers shall disclose to their commanding officers the identities of informants from whom the officers are receiving information.

Whenever practicable, an officer shall telephonically check the Undesirable Informant File, which is accessible during normal business hours, when:

**733.10 (CONTINUED)**

* He intends to conduct an investigation based on information supplied by:
* An untested informant, OR
* A formerly reliable informant with whom the officer has had no contact for a period of at least three months.
* He believes that an informant may be supplying information to another investigative unit within the Department.

Investigating officers shall not conduct investigations based solely upon information supplied by an informant whose name appears in the Undesirable Informant File without approval of a staff officer.

When the magnitude of an investigation necessitates the possible use of a known undesirable informant, the investigating officer's commanding officer shall be advised and shall contact his immediate superior at the staff level. The concerned staff officer shall ensure that a thorough investigation into the undesirable informant's background is conducted and shall be responsible for evaluating the results of the investigation and deciding whether to act upon information supplied by a known undesirable informant.

**733.20 UNDESIRABLE INFORMANT FILE.**

The commanding officer of each Area or each specialized investigative division shall, when an informant proves himself to be undesirable, forward a completed Form 5.10, including details of the informant's undesirability, to the Office of Special Services. The words "Undesirable Informant" shall be placed in the left margin.

The Office of Special Services shall be responsible for maintaining the Department-wide Undesirable Informant File.

Criteria for classifying an informant as undesirable shall include, but not be limited to:

* Acting in anyway which would endanger the life of an officer, OR
* Revealing the identity of any officer or the existence of an investigation to suspects during an investigation, OR
* Attempting to use the Department to further his own criminal objectives, OR
* Alienating one police agency against another by giving false or misleading information to either or both agencies.

**733.20 (CONTINUED)**
Note: The mere unreliability of an informant shall not necessarily qualify him for inclusion in the Undesirable Informant File.

The Director, Office of Special Services, shall make the final determination as to the names of informants placed in the Undesirable Informant File.

Whenever an officer queries the Undesirable Informant File and there is an entry under the informant's name, the Office of Special Services shall record the following information on the appropriate Office of Special Services forms:

* The name and assignment of the officer requesting information;
* The type of investigation;
* Whether or not the undesirable informant is to be used; and,
* The name and assignment of the staff officer approving the use of the undesirable informant.

**780. VEHICLES—INVESTIGATION AND RELEASE.**

**780.10 AREA OF IMPOUNDMENT—DEFINED.**
The area of impoundment is defined as the area in which the vehicle is actually stored.

**780.15 PRESENT OWNER—DEFINED.**
The present owner of a vehicle is defined as the registered owner on the records of the Department of Motor Vehicles.

Exception: When the registered owner on record has transferred his ownership rights, the present owner is the last person to whom equity or ownership of the vehicle has been transferred.

**780.77 HOLD ON VEHICLE—TWO DAY LIMIT.**
An impounded vehicle shall not be held for investigation longer than two business days.

Exception: The supervisor (Detective II or higher) of the investigator responsible for the release may authorize an extension when specific circumstances warrant.

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